



My  
new Friend

# Writing Skills

Year Three

مهارات الكتابة

## Writing Skills مهارات الكتابة

### 1. Parts of Speech أجزاء الكلام

#### 1. Noun الاسم:

- A noun is a word that identifies a **person** (man, girl, engineer, friend), a **thing** (horse, wall, flower, country), or an **idea**, **quality**, or **state** (anger, courage, life, luckiness)

#### 2. Verb الفعل:

- A verb describes what a person or thing does or what happens.
- For example, verbs describe an **action** (jump, stop, explore), an **event** (snow, happen), a **situation** (be, seem, have) or a **change** (evolve, shrink, widen).

#### 3. Adjective الصفة:

- An adjective is a word that describes a noun, giving extra information about it.
- For example: an **exciting** adventure / a **green** apple / a **tidy** room.

#### 4. Adverb الظرف:

- An adverb is a word used to give information about a verb, adjective, or other adverb.
- **Ex:** She **nearly** lost everything.

#### 5. Pronoun الضمير:

- Pronouns are used in place of a noun that is known or has already been mentioned.
- This is often done in order to avoid repeating the noun.
- **Ex:** \* **Mona** left early because **she** was tired. \* **Ahmed** brought the avocados with **him**.  
\* **That** is the only option left. \* **Something** will have to change.

#### 6. Preposition حرف الجر:

- A preposition is a word such as **after**, **in**, **to**, **on**, and **with**.
- Prepositions are usually used in front of nouns or pronouns and they show the relationship between the noun or pronoun and other words in a sentence.
- They describe, for example, the position of something, the time when something happens, or the way in which something is done.

#### 7. Conjunction الرابط:

- A conjunction (a connective) is a word such as **and**, **because**, **but**, **for**, **if**, **or**, and **when**.
- Conjunctions are used to connect phrases, clauses, and sentences.

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### 8. Determiner المحدد / أداة التحديد:

- It is a word that introduces a noun, such as a/an, the, every, this, those, or many.
- Ex: **a** dog, **the** dog, **this** dog, **those** dogs, **every** dog, **many** dogs.

### 9. Exclamation (Interjection) لفظ تعجبي:

- An exclamation (an interjection) is a word or phrase that expresses strong emotion, such as surprise, pleasure, or anger.
- Ex: **ouch** / **god** / oh / alas.

## Test yourself:

### Choose the correct answer from a, b, c or d:

1. "Luckily, they didn't get hurt." The word "luckily" is a/an .....  
a. **conjunction**                      b. **adverb**                      c. **pronoun**                      d. **noun**
2. Which word in the following sentence is an adverb "She played well but lost the game"?  
a. **game**                      b. **well**                      c. **lost**                      d. **played**
3. Adverbs describe .....  
a. **names**                      b. **nouns**                      c. **verbs**                      d. **prepositions**
4. "Rarely does she visit us." "Rarely" is a/an .....  
a. **preposition**                      b. **conjunction**                      c. **adverb**                      d. **adjective**
5. "She fell **off** the horse." "**Off**" is a/an .....  
a. **adverb**                      b. **preposition**                      c. **adjective**                      d. **pronoun**
6. "She studied hard **and** got good marks." "**And**" is a/an .....  
a. **preposition**                      b. **conjunction**                      c. **adverb**                      d. **adjective**
7. "He is an artist." "An" is a/an .....  
a. **article**                      b. **conjunction**                      c. **noun**                      d. **preposition**
8. "She **nearly** lost everything." The word "**nearly**" is a/an .....  
a. **verb**                      b. **preposition**                      c. **adverb**                      d. **adjective**
9. Pronouns are used in place of a ..... that is known or has already been mentioned.  
a. **noun**                      b. **adverb**                      c. **adjective**                      d. **verb**
10. "Ouch" is a/an .....  
a. **verb**                      b. **interjection**                      c. **adverb**                      d. **adjective**

## 2. Punctuation Marks علامات الترقيم

### A. Use of capital letters: استخدام الحروف الكبيرة

#### 1. Names of people:

\* Adel - Ahmed - Elham - Eman - Ali - Alaa - Jana - Mariam.

#### 2. Names of continents, countries, capitals, cities, towns and regions:

\* Africa - Asia - Egypt - Iraq - Algeria - Cairo - Alexandria - Luxor - Aswan.

#### 3. Names of seas, oceans, lakes, rivers, mountains and cliffs:

\* The Mediterranean Sea - The Red Sea - The Dead Sea - The Atlantic Ocean - The Pacific Ocean - Lake Nasser - The River Nile

#### 4. Adjectives formed from proper names (Nationalities) / Languages:

\* Egyptian - English - French - Syrian. / \* Italian - Spanish - Arabic - Chinese.

#### 5. The first letter of the first word of a new sentence:

\* They go to school. They go at 6 every day.

\* Where are you going? Have they called you?

#### 6. The first letter of the first word of a quotation:

\* She said; "Please open the door."

#### 7. The names of days, months and festivals:

\* Saturday - January - April - May - Christmas

#### 8. The pronoun (I) is always capital:

\* Hatem and I visited our uncle yesterday.

#### 9. Titles of offices:

\* President Sadat - King Hussien - Prince William - Princess Diana

#### 10. For abbreviation:

\* Mr - Mrs - Ms - Dr - St - USA - UK - A.U.E - A.R.E. - TV - CD - OK

#### 11. Forms of addresses in letter:

\* Dear Sir - Dear Miss - Dear Friend

#### 12. Titles of books, newspapers, magazines, films, plays and series:

\* El-Ayam - Al-Ahram - Titanic

#### 13. Titles of heavenly books:

\* The Quran - The Old Testament (The Bible) - The Torah.

#### 14. The word "God" and the pronoun that stands for it:

\* We pray to God and please Him.

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### 15. Directions when referring to a certain area:

- \* We have had 3 relatives visit from the South.

### 16. Titles: All words of the title except prepositions and articles:

- \* The Day of the Jackal / What Color Is Your Parachute? / A Tale of Two Cities.

### B. Use of commas (,): استخدام الفاصلة

#### 1. To separate items:

- \* I go to the market to buy potatoes, tomatoes, oranges and mangoes.

#### 2. To separate clauses from the rest of the sentences:

- \* Our teacher, Mr Ali, is always helpful.

#### 3. Before quotations:

- \* I said to Mona, "I went to Alexandria yesterday."

#### 4. To show a pause in a long sentence :

- \* Nady, who I told you about, will be coming.

#### 5. When you want to add extra information:

- \* Miss Azza, who teaches us English this year, is a very kind teacher.

#### 6. Before the question tag:

- \* Ahmed visits his uncle once a week, doesn't he?

#### 7. After (Yes / No / Well / Sure / Of course / Excuse me / Sorry):

- \* Yes, this is important.

#### 8. Before (please):

- \* Can you give me an explanation for this, please?

#### 9. To separate items of a complete date:

- \* December 5, 2003.

#### 10. To separate items of a complete location (address):

- \* San Francisco, California

#### 11. Before and after the person we call:

- \* Ali, you have to come now.

- \* You have to come now, Ali.

#### 12. Before and after a quotation which is a statement:

- \* Mona said, "I'm busy".

- \* "I'm busy", said Mona.

#### 13. Before a quotation which is a question but not after it:

- \* Ali asked, "Where are you going?"

- \* "Where are you going?" asked Ali.

**14. To separate the two parts of a sentence starting with a conjunction:**

- \* **Before** he left, he had finished his work.
- \* **While** I was going to school, I saw a terrible accident.

**14. To separate the two parts of a sentence starting with Gerund, P.P or To + Infinitive:**

- \* **Having done** his work, he went home.
- \* **Looking out of the window**, I saw some birds.
- \* **Injured in the accident**, he was taken to hospital.
- \* **To win the game**, you must train hard.

**15. Before the second part of a sentence if it expresses contrast:**

- \* I'm tired, not bored.

**16. After adverbs that come at the beginning of a sentence:**

- \* **Luckily**, she was not injured.
- \* **Surprisingly**, the item is available there.

**C. Use of full stop (.): استخدام النقطة**

**1. At the end of a statement or an order:**

- \* I travelled to Europe last year.
- \* Don't make noise.

**2. Sometimes after the abbreviations:**

- \* Dr. Ahmed - Mrs. Samy - Dr. Ali - Ramses St. – Sept. (September) – Mon. (Monday)

**D. Use of the question mark (?): استخدام علامة الاستفهام**

**1. At the end of a question:**

- \* Where did you go last Friday?
- \* She plays tennis, doesn't she?

**2. To show doubt:**

- \* Nader was the thief?
- \* You can't do it?

**E. Use of the exclamation mark (!): استخدام علامة التعجب**

- **At the end of a sentence to express a strong feeling, surprise or shock.**

- \* Hurrah! Our team has won.
- \* Fantastic! You got a high mark.
- \* What a surprise!

**F. Use of the quotation marks (" "): استخدام علامات التنصيص**

- 1. To show that words are spoken:** \* I said to Ali, "I will travel to London next week".

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### 2. To enclose titles of books, newspapers, magazines, films, plays and series:

\* "Al Akhbar" is a great newspaper.

\* I have read "Macbeth".

### G. Use of apostrophe ('): استخدام الفاصلة العليا

1. For the missing letters: \* It's hot today.

\* She isn't playing now.

2. For possessives:

\* It is Omar's book.

\* They are Heba's shoes.

3. For numbers:

\* 100's of years.

4. For counting letters:

\* There are two T's in the word "title".

### H. Use of colon (:): استخدام النقطتين

- To introduce a list or quotation in a sentence:

\* He needs the following: paints, brushes, some water and a piece of cloth.

- To express proportion:

\* The ratio of boys to girls in the group is 2:1.

- To separate minutes from hours while telling the time:

\* - What is the time? – It's 10:30.

### I. Use of semi-colon (;): استخدام الفاصلة المنقوطة

- To separate two parts of a sentence:

\* I spoke to Omar last night; he won't come to school tomorrow.

### J. Use of hyphen (-): استخدام الشرطة داخل الكلمة

- To join two words together:

\* I'm looking for a web-pal.

### K. Use of dash (-): استخدام الشرطة داخل الجملة

To separate parts of sentences:

\* The car-the one with the broken window-was parked outside our house.

## Test yourself:

**Choose the correct answer from a, b, c or d:**

1. Which sentence is correct?

a. Ali speaks French and Italian well.

b. Ali speaks french and Italian well.

c. Ali speaks French and italian well.

d. Ali speaks French and Italian, well.

2. Which sentence is correct?
  - a. Asmaa said, "My father is a doctor".
  - b. Asmaa said "My father is a doctor".
  - c. Asmaa said, "my father is a doctor".
  - d. Asmaa said, "My father is a doctor"?
3. Which sentence is correct?
  - a. my sister is a doctor. She loves her job.
  - b. My sister is a doctor, She loves her job.
  - c. My sister is a doctor. She loves her job.
  - d. My sister is a doctor. She loves her job,
4. Which sentence is correct?
  - a. Has anything bad happened?
  - b. Has anything bad happened:
  - c. Has anything bad happened.
  - d. has anything bad happened?
5. Which sentence is correct?
  - a. What a fantastic film!
  - b. What a fantastic film,
  - c. What a fantastic film:
  - d. What a fantastic film;
6. Which sentence is correct?
  - a. She;s keen on sports.
  - b. She:s keen on sports.
  - c. She,s keen on sports.
  - d. She's keen on sports.
7. Which sentence is correct?
  - a. She is the headmistress of a girls' school.
  - b. She is the headmistress of a girls', school.
  - c. She is the headmistress of a girls: school.
  - d. She is the headmistress of a girls, school.
8. Which sentence is correct?
  - a. The club was built in the late 1960s'.
  - b. The club was built in the late 1960's.
  - c. The club was built in the late 1960s.
  - d. The club was built in the late 1960s:
9. Which sentence is correct?
  - a. There are two t's in the word "title".
  - b. There are two ts in the word "title".
  - c. There are two ts' in the word "title".
  - d. There are two tt's in the word "title".
10. Which sentence is correct?
  - a. Open the door please.
  - b. Open the door, please.
  - c. Open the door. Please,
  - d. Open the door. Please.
11. Which sentence is correct?
  - a. Ahmed, come here.
  - b. Ahmed come here.
  - c. Ahmed. come here,
  - d. Ahmed. come here.
12. Which sentence is correct?
  - a. Mona says, "I'm making a cake".
  - b. Mona says "I'm making a cake".
  - c. Mona says; "I'm making a cake".
  - d. Mona says. "I'm making a cake".



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13. Which sentence is correct?
- a. "Has anybody phoned?" asked Ali.
  - b. "Has anybody phoned." asked Ali.
  - c. "Has anybody phoned?". asked Ali.
  - d. "Has anybody phoned?", asked Ali.
14. Which sentence is correct?
- a. I bought cheese, sugar. milk and tea.
  - b. I bought cheese, sugar milk and tea.
  - c. I bought cheese. sugar, milk and tea.
  - d. I bought cheese, sugar, milk and tea.
15. Which sentence is correct?
- a. She's famous. isn't she?
  - b. She's famous? isn't she?
  - c. She's famous, isn't she?
  - d. She's famous isn't she?
16. Which sentence is correct?
- a. While I was going to school it rained.
  - b. While I was going to school. It rained.
  - c. While I was going to school, it rained,
  - d. While I was going to school, it rained.
17. Which sentence is correct?
- a. Having finished his work, he went home.
  - b. Having finished his work; he went home.
  - c. Having finished his work: he went home.
  - d. Having finished his work. He went home.
18. .... are kinds of punctuation marks.
- a. Full stops
  - b. Currency symbols
  - c. Minus signs
  - d. Comas
19. Pollution is a threat to life on earth .....
- a. :
  - b. !
  - c. ?
  - d. .
20. .... are used to separate short clauses of compound sentences.
- a. Semicolons
  - b. Commas
  - c. Colons
  - d. Periods
21. A full stop is a dot at the end of a sentence to .....
- a. refer to a previous sentence
  - b. make the sentence complete
  - c. lead to the coming sentence
  - d. explain the next sentence
22. Apostrophes must be used for indicating .....
- a. conclusion
  - b. introduction
  - c. possession
  - d. completion
23. We should use an apostrophe for .....
- a. contraction
  - b. dependence
  - c. deletion
  - d. reference
24. The function of a colon is to .....
- a. indicate the beginning of a new sentence
  - b. indicate that commas are not useful
  - c. indicate a series of options
  - d. indicate that a list has just ended.

25. Wow ..... You are amazing.  
a. !                                      b. ,                                      c. :                                      d. ?
26. He loves tennis ..... his sister loves football.  
a. ,                                      b. ;                                      c. .                                      d. !
27. .... are used to express proportions.  
a. **Commas**                                      b. **Hyphens**                                      c. **Colons**                                      d. **Semicolons**
28. Where will you spend your next summer holiday .....  
a. ?                                      b. !                                      c. .                                      d. :
29. Which example can be followed by an exclamation mark?  
a. **What a terrifying animal**                                      b. **What is your marital status**  
c. **Listen to me**                                      d. **Do what I have ordered**
30. I bought a dress ..... a blouse and a jacket.  
a. :                                      b. ;                                      c. !                                      d. ,
31. What would you say to ask Ali to leave at once?  
a. **Leave now, Ali!**                                      b. **Leave, now Ali!**  
c. **Leave now Ali!**                                      d. **Leave, now Ali?**
32. My father loves horse ..... riding.  
a. -                                      b. ,                                      c. ;                                      d. :
33. .... I didn't do my homework, ..... said Ahmed to the teacher.  
a. ,.....,                                      b. "...."                                      c. '....'                                      d. (.....)
34. The teacher asked us to bring the following materials ..... paper, glue and colours.  
a. /                                      b. :                                      c. ;                                      d. ,
35. I looked for Salwa ..... s dictionary everywhere.  
a. "                                      b. '                                      c. ,                                      d. ;
36. Another name for a full stop is a .....  
a. **point**                                      b. **dash**                                      c. **colon**                                      d. **period**
37. She asked me where the train station was .....  
a. ?                                      b. .                                      c. !                                      d. ,
38. We use periods at the end of .....  
a. **questions**                                      b. **statements**                                      c. **exclamations**                                      d. **questionnaires**
39. When do you think they will come back .....  
a. ?                                      b. :                                      c. ;                                      d. !
40. To indicate a question, we use a question .....  
a. **mark**                                      b. **word**                                      c. **tag**                                      d. **sign**

### 3. Essay Writing كتابة المقال

- What is an essay? ما هو المقال؟
- An essay is a group of paragraphs written about a single topic and a central main idea.
- المقال عبارة عن مجموعة فقرات مكتوبة حول موضوع واحد وفكرة رئيسية مركزية.
- It must have at least three paragraphs, but a five-paragraph essay is a common length for academic writing.
- يجب أن يحتوي على ثلاث فقرات على الأقل، لكن المقال المكون من خمس فقرات هو الأكثر شيوعاً للكتابة الأكاديمية.
- Essays can be formal as well as informal. Formal essays are generally academic in nature and tackle serious topics. Informal essays are more personal and often have humorous elements.
- يمكن أن تكون المقالات رسمية وكذلك غير رسمية. المقالات الرسمية بشكل عام أكاديمية بطبيعتها وتتناول موضوعات جادة. المقالات غير الرسمية تكون أكثر شخصية وتحتوي غالباً على عناصر روح الدعابة.
- It is a type of writing that has organized paragraphs.
- هو نوع من الكتابة به فقرات منظمة.
- It is easier to write because you can put your opinion.
- هو سهل في كتابته لأن بإمكانك أن تبدي رأيك.
- It is flexible because you can use a narrative style or structured paragraphs.
- مرن لأنه يمكنك استخدام أسلوب سرد أو فقرات منظمة.
- It is a short formal piece of writing which deals with a single subject.
- هو جزء صغير من الكتابة الرسمية تتعامل مع موضوع واحد.
- What is the structure of the essay ما هي بنية المقال؟
- An essay's structure should consist of a beginning (or **introduction**), a middle (or **body**), and an end (or **conclusion**).
- يجب أن تتكون بنية المقال من بداية (أو مقدمة)، ووسط (أو جسم)، ونهاية (أو خاتمة).

#### 1. The Introduction المقدمة

- This is the **first** paragraph of an essay.
- هذه هي الفقرة الأولى من المقال.
- It explains the topic with **general ideas**.
- تشرح الموضوع بأفكار عامة.
- It is usually **five to ten / six to eight** sentences.
- تتكون عادة من خمس إلى عشر/ست إلى ثماني جمل.
- It **catches** the reader's **interest**.
- تجذب اهتمام القارئ.
- It gives the **general topic** of the essay.
- تقدم الموضوع العام للمقال.
- It gives **background information** about the topic.
- تعطي معلومات أساسية حول الموضوع.
- It states the **main point** (the **thesis statement**) of the essay.
- توضح النقطة (الجملة) الرئيسية للمقال.

- It is organised by giving the most general ideas first and then leading to the most specific idea, which is the thesis statement.
- غالبًا ما يتم تنظيم المقدمة عن طريق إعطاء الأفكار الأكثر عمومية أولاً ثم تؤدي إلى الفكرة الأكثر تحديدًا، وهي الجملة الرئيسية.
- The introduction paragraph includes **a thesis statement and hook / the topic, thesis, and main ideas.**
- تتضمن فقرة المقدمة الجملة الرئيسية والجملة الجاذبة / الجملة الموضوعية والجملة الرئيسية والأفكار الرئيسية.
- The thesis statement should be **restated** in the **conclusion**.
- يجب إعادة صياغة الجملة الرئيسية في الخاتمة.
- A strong introduction introduces the topic clearly.
- المقدمة القوية تقدم الموضوع بوضوح.
- A strong introduction gives several sentences of information about the topic.
- المقدمة القوية تقدم عدة جمل من المعلومات حول الموضوع.
- To make an introductory paragraph interesting for the reader, you can include interesting **facts or statistics**, a personal **story or example** and an interesting **quotation**.
- لجعل الفقرة التمهيديّة ممتعة، يمكنك تضمين حقائق أو إحصاءات مثيرة، قصة شخصية أو مثال، واقتباس مثير للاهتمام.
- Any of the following will make an introduction weak:
- أي مما يلي سيجعل المقدمة ضعيفة:
- 1. It **doesn't** give enough **information** about the topic or gives **too much** information about it.
- 1. لا تقدم معلومات كافية حول الموضوع أو تقدم معلومات كثيرة عنه.
- 2. It talks about **too many** different **topics**.
- 2. تتحدث عن العديد من الموضوعات المختلفة.
- 3. It **does not state** a clear **thesis**.
- 3. لا تذكر فكرة رئيسية واضحة.

## **A thesis statement الجملة الرئيسية**

- It is a sentence that **states** what will be **explained** in the essay.
- جملة تنص على ما سيتم شرحه في المقال.
- You **share** the thesis (claim) for the **first** time in an essay at the **end** of the **introduction**.
- تقوم بمشاركة الجملة الرئيسية (المطالبة) لأول مرة في المقال في نهاية المقدمة.
- It should be put in the **introduction** and the **conclusion**.
- يجب أن توضع في المقدمة والخاتمة.
- It is the most **general** sentence in an essay.
- هي الجملة الأكثر عمومية في المقال.
- It should have **one** sentence.
- ينبغي أن تحتوي على جملة واحدة.
- It can be **compared** to a **topic sentence**, which gives the **main idea** of a paragraph.
- يمكن مقارنتها بجملة الموضوع، والتي تعطي الفكرة الرئيسية للفقرة (البراجراف).
- It sets **limits** on the topic.
- هي تضع حدود للموضوع.
- It is a **road map** for the **whole essay**.
- تمثل خارطة طريق لكل الموضوع.
- A good thesis statement is short and simple.
- الجملة الرئيسية الجيدة يجب أن تكون قصيرة وبسيطة.

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- It should be no more than one sentence long, regardless of the length of your essay.  
يجب ألا يزيد طولها عن جملة واحدة ، بغض النظر عن طول مقالتك.
- A good thesis statement is a **declarative sentence** that contains no **qualifiers**.  
الجملة الرئيسية الجيدة عبارة عن جملة تصريحية لا تحتوي على أي وصف أو قيد لغوي.
- Qualifiers are words like “maybe,” “seems like,” “possibly.” They indicate that you are afraid to make a judgment.  
القيود اللغوية هي كلمات مثل "ربما" ، "يبدو مثل" ، "ربما". تشير إلى أنك خائف من إصدار حكم.

### كتابة جملة رئيسية قوية Writing a strong thesis statement

1. It gives the author's opinion or states an important idea about the topic.  
- تعطي الجملة الرئيسية رأي المؤلف أو توضح فكرة مهمة حول الموضوع.
2. It should give an idea that can be discussed and explained with supporting ideas.  
- يجب أن تعطي فكرة يمكن مناقشتها وشرحها بالأفكار الداعمة.
3. It should not be a sentence that only gives a fact about the topic.  
- لا ينبغي أن تكون الجملة الرئيسية جملة تعطي فقط حقيقة حول الموضوع.
4. It should not state two sides of an argument equally.  
- لا ينبغي للجملة الرئيسية أن تذكر وجهي حجة (جدال) بالتساوي.

### كيفية ربط الجملة الرئيسية بالمقال How to connect the thesis statement and the essay

1. The paragraphs in the main body of an essay should always explain the thesis statement.  
يجب أن تشرح فقرات الجزء الرئيسي للمقال دائماً الفكرة الرئيسية.
2. Each paragraph in the main body should discuss one part of the thesis.  
- يجب أن تناقش كل فقرة في النص الرئيسي جزءاً واحداً من الجملة الرئيسية.

### - A hook: الجملة الجاذبة لانتباه القارئ

- A hook is an opening sentence that captures the reader's attention. It is the first component of an essay introduction.  
- الجملة الجاذبة هي جملة افتتاحية تجذب انتباه القارئ وهي المكون الأول لمقدمة مقال.
- To write a good hook, avoid overly broad statements or long, dense sentences; try to start with something clear, concise and catchy that will spark your reader's curiosity.  
لكتابة الجملة الجاذبة جيداً، تجنب العبارات الفضفاضة أو الجمل الطويلة والمكتفة وحاول أن تبدأ بشيء واضح وموجز وجذاب من شأنه أن يشعل حماس فضول القارئ.
- To create a hook for an essay, you can involve a question, a surprise, or a quotation to create a desire to read on to see what happens next.  
لعمل جملة جاذبة للمقال، يمكن أن تضمنها على سؤال أو مفاجأة أو اقتباس يخلق الرغبة للقراءة لمعرفة ما سيحدث بعد ذلك.

## 2. The main body

(الفقرات الداعمة (جسم الموضوع)

1. These the paragraphs explain and support the thesis statement and come between the introduction and the conclusion.

تشرح هذه الفقرات وتدعم الجملة الرئيسية وتأتي بين المقدمة والخاتمة.

2. There must be one or more paragraphs in the main body of an essay.

يجب أن يكون هناك فقرة واحدة أو أكثر في متن المقال الرئيسي.

3. Body paragraphs are the middle paragraphs in the essay.

فقرات الجسم هي الفقرات الوسطى في المقال

4. A body paragraph explains and supports your position/answer to the essay question.

فقرة الجسم تشرح وتدعم موقفك / إجابتك على سؤال المقال.

5. Organise your body paragraphs in the same order as the scope in your introduction.

نظم فقرات الجسم بنفس ترتيب النطاق في المقدمة.

6. The body paragraphs are used to develop your topic and prove your points.

تستخدم فقرات الجسم في تطوير موضوعك وإثبات نقاطك.

7. The body paragraph should have some sort of pattern (chronological order or comparison/contrast, or a combination of both).

يجب أن تحتوي الفقرة في الجسم على نوع من الأنماط (ترتيب زمني أو مقارنة / تباين، أو مزيج من كليهما)

8. The body paragraph should have logical division of ideas (division into subtopics and discussion of these subtopics in separate paragraphs)

يجب أن تحتوي الفقرة في الجسم على تقسيم منطقي للأفكار (تقسيم إلى مواضيع فرعية ومناقشة هذه الموضوعات الفرعية في فقرات منفصلة).

9. An essay usually has at least three body paragraphs, and these will be the arguments, evidence, or topics that support your thesis.

تحتوي المقالة عادةً على ثلاث فقرات أساسية على الأقل، وستكون هذه هي الحجج أو الأدلة أو الموضوعات التي تدعم الجملة الرئيسية.

10. Each body paragraph will begin with a topic sentence which introduces its topic.

All of the information in that paragraph will be clearly and logically related to that topic sentence, which in turn should obviously relate to the thesis.

ستبدأ كل فقرة في النص بجملة موضوع تقدم موضوعها. ستكون جميع المعلومات الواردة في تلك الفقرة مرتبطة بشكل واضح ومنطقي بتلك الجملة الافتتاحية، والتي بدورها يجب أن تتعلق بالجملة الرئيسية بوضوح.

11. A topic sentence lets the reader know what the focus of the paragraph is. It should match the scope mentioned in the introduction.

تتيح جملة الموضوع للقارئ معرفة ما هو محور الفقرة. يجب أن يتطابق مع النطاق المذكور في المقدمة.

**12. Development** is where you explain / expand on the idea presented in the topic sentence.

التطوير هو المكان الذي تشرح فيه / توسع في الفكرة المقدمة في جملة الموضوع.

**13. Support** الدعم:

- You use arguments, data, facts, analysis, quotes, anecdotes, examples, details, etc. to support your topic sentences and flesh out your body paragraphs. A good rule of thumb is to have at least three points to support each topic sentence.

يمكنك استخدام الحجج والبيانات والحقائق والتحليل والاقتباسات والحكايات والأمثلة والتفاصيل وما إلى ذلك لدعم جمل الموضوع الخاصة بك وتجسيد فقرات جسم المقال. من القواعد الأساسية الجيدة أن يكون لديك ثلاث نقاط على الأقل لدعم كل جملة موضوع.

- Support can come in the form of examples / theories / studies / opinions relevant to your thesis statement and the scope. Remember to reference ideas which are not your own.

يمكن أن يأتي الدعم في شكل أمثلة / نظريات / دراسات / آراء الخبراء ذات الصلة بالفكرة الرئيسية والنطاق. تذكر أن تشير إلى الأفكار التي ليست لك.

**14. Conclusive / transition statement** الجملة الختامية / الانتقالية:

- This sentence concludes the paragraph and/or indicates that a new focus point is in the next paragraph.

تختتم هذه الجملة الفقرة و / أو تشير إلى وجود نقطة تركيز جديدة في الفقرة التالية

**15. Evidence** consists of facts, opinions, anecdotes, illustrations, and/or clarifying examples that support your thesis statement.

الدليل يتضمن علي حقائق وآراء وحكايات وإيضاحات و / أو أمثلة توضيحية تدعم الجملة الرئيسية.

**16. Reasoning** is the way in which we try to organize the various facts, opinions, and experiences that we deal with every day.

- التفكير هو الطريقة التي نحاول من خلالها تنظيم مختلف الحقائق والآراء والخبرات التي نتعامل معها كل يوم.

**17. An effective essay** will show the connection between paragraphs with **transitions**. These can be the final sentence of each body paragraph or can be integrated into the next topic sentence with transition words.

- سيظهر المقال الفعال العلاقة بين الفقرات مع **كلمات الانتقال**. يمكن أن تكون هذه هي الجملة الأخيرة لكل فقرة أساسية أو يمكن دمجها في جملة الموضوع التالية بكلمات انتقالية.

### 3. The Conclusion فقرة الخاتمة

**1. This is the last paragraph of an essay.**

هذه هي الفقرة الأخيرة من المقال

**2. It summarizes (restates) the thesis and the supporting ideas of the essay (main points).**

تلخص أو تعيد صياغة الفكرة الرئيسية والأفكار الداعمة للمقال (النقاط الرئيسية).



3. It is a rephrased version of your overall thesis.

هي نسخة معدلة من الجملة الرئيسية العامة.

4. It is a brief review of the key points you made in the main body.

استعراض موجز للنقاط الرئيسية التي ذكرتها في النص الرئيسي.

5. It is an indication of why your argument matters.

إشارة إلى سبب أهمية حجتك

6. It makes a final comment about the essay's main idea.

تقدم تعليقاً أخيراً حول الفكرة الرئيسية للمقال

7. It may emphasize an action that you would like the reader to take.

- قد تؤكد على إجراء ترغب في أن يقوم به القارئ.

8. Don't introduce new ideas in a conclusion. A conclusion only restates or gives further commentary on ideas discussed in the essay.

لا تقدم أفكاراً جديدة في الخاتمة. الخاتمة تعيد فقط أو تعطي مزيداً من التعليقات على الأفكار التي تمت مناقشتها في المقالة.

9. The conclusion may also reflect on the broader implications of your argument, showing how your ideas could applied to other contexts or debates.

قد تعكس الخاتمة أيضاً الآثار الأوسع لحجتك، موضحاً كيف يمكن تطبيق أفكارك على سياقات أو نقاشات أخرى.

10. The conclusion is the final paragraph in an essay. **It has three purposes:**

الخاتمة هي الفقرة الأخيرة في المقال. لها ثلاثة أغراض:

- It signals the end of the essay.

تشير إلى نهاية المقال

- It reminds the reader of your main points. You can do this in two ways:

- Summarise your subtopics. - Paraphrase your thesis.

تذكر القارئ بنقاطك الرئيسية. يمكنك القيام بذلك بطريقتين: لخص موضوعاتك الفرعية / أعد صياغة الجملة الرئيسية.

- It leaves the reader with your final thoughts on the topic.

تترك للقارئ أفكارك النهائية حول الموضوع.

## أنواع المقال Types of Essay

1. **Narrative Essay (Telling a story)** (حكاية قصة) = المقال الروائي

- The writer tells a story about a **real-life experience**.

يروي الكاتب قصة عن تجربة واقعية

- It challenges students to think and **write about themselves**.

يتحدى المقال الروائي الطلاب في التفكير والكتابة عن أنفسهم.

- Writers should try to **involve** the reader by **making the story as vivid as possible**.

يجب أن يحاول الكاتب إشراك القارئ بجعل القصة حية قدر الإمكان.

- Writing Narrative essays in the **first person** helps **engage the reader**. "I" sentences give readers a feeling of being part of the story.

كتابة المقالات الروائية بضمير المتكلم تساعد في إشراك القارئ. تمنح جمل (أنا) القراء شعوراً بأنهم جزء من القصة.



- A well-crafted narrative essay will also **build towards drawing a conclusion** or making a **personal statement**.

ستعمل المقالة الروائية المصممة جيداً أيضاً على استخلاص نتيجة أو الإدلاء ببيان شخصي.

- A narrative essay isn't strictly divided into introduction, body, and conclusion, but it should still **begin by setting up the narrative** and **finish by expressing the point of the story**—what you learned from your experience, or why it made an impression on you.

لا يتم تقسيم المقال الروائي بشكل صارم إلى مقدمة وجسد وخاتمة، ولكن لا يزال يتعين أن يبدأ بإعداد السرد والانتهاج من خلال التعبير عن نقطة القصة - ما تعلمته من تجربتك، أو لماذا تركت انطباعاً عليك.

- **Narration** means you're **telling a story** from a **certain viewpoint**, and there is usually a reason for the telling. All narrative essays have **characters**, **setting**, a **climax**, and most importantly, a **plot**.

السرد يعني أنك تروي قصة من وجهة نظر معينة، وعادة ما يكون هناك سبب للرواية. تحتوي جميع المقالات الروائية على شخصيات، وبيئة، وذروة، والأهم من ذلك، حبكة.

- The **plot** is the **focus** of the **story** and is usually **revealed chronologically**, but there are sometimes flash-forwards and **flashbacks**.

الحبكة هي محور القصة وعادة ما يتم الكشف عنها بترتيب زمني، ولكن في بعض الأحيان يوجد فلاش للأمام أو للخلف.

- **When writing a narrative essay, remember to:**

- Include sensory and emotional details, so the reader will experience the story, not just read about it.
- Allow the story to support the point you're making, and make reference to that point in the first sentence.
- Write in the first or third person.

عند كتابة مقال روائي، تذكر أن:

\* قم بتضمين التفاصيل الحسية والعاطفية، بحيث يختبر القارئ القصة، وليس مجرد القراءة عنها.

\* اسمح للقصة بأن تدعم النقطة التي تطرحها، وقم بالإشارة إلى تلك النقطة في الجملة الأولى.

\* اكتب بضمير المخاطب الأول أو الثالث.

## 2. Descriptive Essay (Painting a picture) (رسم صورة)

1.	A descriptive essay <b>paints a picture</b> with <b>words</b> .	المقال وصفي يرسم صورة بالكلمات.
2.	A writer might <b>describe a person, place, object, or even memory</b> of special significance.	قد يصف الكاتب شخصاً أو مكاناً أو شيئاً أو حتى ذكرى ذات أهمية خاصة.
3.	The descriptive essay strives to <b>communicate a deeper meaning through the description</b> .	تسعى المقالة الوصفية جاهدة لتوصيل معنى أعمق من خلال الوصف.

4.	the writer should <b>show</b> , not tell, through the use of <b>colorful words</b> and <b>sensory details</b> .	يجب على الكاتب أن يوضح، لا أن يقول، من خلال استخدام الكلمات الملونة (زاهية الألوان) والتفاصيل الحسية.
5.	Descriptive essays <b>test</b> your ability to use language <b>creatively</b> , making striking word choices to <b>convey</b> a <b>memorable picture</b> of what you're describing.	تختبر المقالات الوصفية قدرتك على استخدام اللغة بشكل إبداعي، مما يجعل اختيارات الكلمات مذهلة لنقل صورة لا تنسى لما تصفه.
6.	A descriptive essay can be quite loosely structured, though it should usually begin by introducing the object of your description and end by drawing an overall picture of it. The <b>important</b> thing is to <b>use careful word choices</b> and <b>figurative language</b> to <b>create</b> an original <b>description</b> of your object.	يمكن أن يكون المقال الوصفي غير منظم تمامًا، على الرغم من أنه يجب أن يبدأ عادةً بتقديم موضوع الوصف الخاص بك وينتهي برسم صورة عامة له. الشيء المهم هو الاستخدام الأمثل في اختيار الكلمات واللغة التصويرية لإنشاء وصف أصلي للشيء الخاص بك.
7.	Descriptive essays describe the <b>traits</b> and <b>characteristics</b> of <b>people, objects, events, and feelings</b> in intricate detail.	تصف المقالات الوصفية سمات وخصائص الأشخاص والأشياء والأحداث والمشاعر بتفاصيل معقدة.

### 3. Expository Essay (Just the facts) (مجرد سرد الحقائق) :

1.	The expository essay is an <b>informative piece</b> of writing that presents a balanced <b>analysis</b> of a <b>topic</b> .	المقال التفسيري هو جزء من الكتابة بالمعلومات يقدم تحليلًا متوازنًا للموضوع.
2.	The writer <b>explains</b> or <b>defines</b> a <b>topic</b> , using <b>facts, statistics, and examples</b> .	يشرح الكاتب أو يحدد موضوعًا باستخدام الحقائق والإحصاءات والأمثلة.
3.	Expository writing <b>encompasses</b> a wide range of essay <b>variations</b> , such as the comparison and contrast essay, the <b>cause and effect</b> essay, and the <b>"how to"</b> or process essay. Because expository essays are based on <b>facts</b> and not <b>personal feelings</b> , writers don't reveal their emotions or write in the first person.	تشمل الكتابة التفسيرية مجموعة واسعة من الاختلافات في المقالة، مثل مقال المقارنة والتباين، ومقال السبب والنتيجة، و "كيفية" أو معالجة المقالة. نظرًا لأن المقالات التفسيرية تستند إلى الحقائق وليس المشاعر الشخصية، فإن الكتاب لا يكشفون عن مشاعرهم أو يكتبون بضمير المتكلم.

- When writing an expository essay, the text needs to:

- Be **concise** and easy to understand.
- Offer **different views** on a subject.
- **Report** on a **situation** or event.
- **Explain** something that may be difficult to understand.

عند كتابة مقال تفسيري، يحتاج النص إلى:

- \* يكون موجزا وسهل الفهم.
- \* يقدم وجهات نظر مختلفة حول موضوع ما.
- \* يقدم تقرير عن حالة أو حدث.
- \* يشرح شيئا قد يكون من الصعب فهمه.

- The **introduction** of an expository essay **states** your **topic** and provides some general background, the **body** presents the **details**, and the **conclusion summarizes** the **information** presented.

توضح مقدمة المقال التفسيري موضوعك وتوفر بعض الخلفية العامة، ويعرض الجسم التفاصيل، وتلخص الخاتمة المعلومات المقدمة.

#### 4. Persuasive Essay (Convince me) (اقنعني) :-المقال الإقناعي

1.	The goal of the persuasive essay is to <b>convince</b> the reader to <b>accept</b> the <b>writer's</b> point of <b>view</b> or <b>recommendation</b> .	الهدف من المقال الإقناعي هو إقناع القارئ بقبول وجهة نظر الكاتب أو توصيته
2.	The writer must <b>build</b> a <b>case using facts and logic</b> , as well as <b>examples</b> , expert <b>opinion</b> , and sound <b>reasoning</b> .	يجب على الكاتب أن يبني قضية باستخدام الحقائق والمنطق، وكذلك الأمثلة، ورأي الخبراء، والاستدلال السليم.
3.	The writer should <b>present</b> all <b>sides</b> of the <b>argument</b> , but must be able to communicate clearly and without equivocation why a certain position is correct.	يجب أن يقدم الكاتب جميع جوانب الحجة، ولكن يجب أن يكون قادرًا على التواصل بوضوح ودون لبس لماذا يكون موقفًا معينًا صحيحًا.

#### 5. Textual analysis essay (مقال التحليل النصي)

- In a textual analysis essay, you don't just present information on a topic, but closely **analyze** a **text** to **explain** how it achieves **certain effects**.

- في مقال التحليل النصي، لا تقوم فقط بتقديم معلومات حول موضوع ما، ولكن تقوم بتحليل نص عن كثب لشرح كيفية تحقيقه لتأثيرات معينة.

#### 6. Rhetorical analysis essay (مقال التحليل البلاغي)

- A rhetorical analysis looks at a **persuasive text** (e.g. a speech, an essay, a political cartoon) in terms of the **rhetorical** devices **it uses**, and **evaluates** their **effectiveness**. The goal is not to state whether you agree with the author's argument but to look at how they have **constructed** it. The **introduction** of a rhetorical analysis **presents the text**, some background information, and your thesis statement; the **body** comprises the **analysis**

itself; and the **conclusion wraps up** your **analysis** of the text, emphasizing its relevance to broader concerns.

ينظر التحليل الخطابي إلى نص مقتع (على سبيل المثال، خطاب، مقال، رسم كاريكاتوري سياسي) من حيث الأدوات البلاغية التي يستخدمها، ويقيم فعاليتها. لا يتمثل الهدف في تحديد ما إذا كنت تتفق مع حجة المؤلف ولكن النظر في كيفية بنائها. تقدم مقدمة التحليل البلاغي النص وبعض المعلومات الأساسية والجملة الرئيسية؛ يتكون الجسم من التحليل نفسه؛ وتختتم الخاتمة تحليلك للنص، وتؤكد علاقته بالمخاوف الأوسع.

## 7. **Literary analysis essay** : مقال التحليل الأدبي

- A literary analysis essay presents a close reading of a work of literature—e.g. a poem or novel—to explore the choices made by the author and how they help to convey the text's theme. It is not simply a book report or a review, but an in-depth interpretation of the text.

يعرض مقال التحليل الأدبي قراءة دقيقة لعمل أدبي - على سبيل المثال قصيدة أو رواية - لاستكشاف الاختيارات التي قام بها المؤلف وكيف تساعد في نقل موضوع النص. إنه ليس مجرد تقرير عن كتاب أو مراجعة، ولكنه تفسير متعمق للنص.

- Literary analysis looks at things like setting, characters, themes, and figurative language. The goal is to closely analyze what the author conveys and how.

يبحث التحليل الأدبي في أشياء مثل الإعداد والشخصيات والموضوعات واللغة التصويرية. الهدف هو التحليل الدقيق لما ينقله المؤلف وكيف.

## 8. **Critical analysis essay** : مقال التحليل النقدي

- It is a literature-based essay, in which the writer breaks down a short piece of literature in order to make an argument about what the author is trying to say.

هو مقال قائم على الأدب، حيث يقوم الكاتب بتقسيم قطعة أدبية قصيرة من أجل تقديم حجة حول ما يحاول المؤلف قوله.

## 9. **Argumentative essays** : المقالات الجدلية

- An argumentative essay presents an extended, evidence-based argument. It requires a strong thesis statement—a clearly defined stance on your topic. Your aim is to convince the reader of your thesis using evidence (such as quotations) and analysis.

المقالات الجدلية يقدم المقال الجدلي حجة موسعة قائمة على الأدلة. يتطلب جملة رئيسية قوية - موقف محدد بوضوح حول موضوعك. هدفك هو إقناع القارئ بجملة الرئيسية باستخدام الأدلة (مثل الاقتباسات) والتحليل.

- The essay is divided into an introduction, body, and conclusion:

- The introduction provides your topic and thesis statement.
- The body presents your evidence and arguments.
- The conclusion summarizes your argument and emphasizes its importance.

المقال مقسم إلى مقدمة وجسم وخاتمة: تقدم المقدمة موضوعك وجملة الرئيسية، يقدم الجسد الأدلة والحجج الخاصة بك، الخاتمة تلخص حجرك وتؤكد أهميتها.

### **10. Compare and contrast essay** مقال المقارنة والتباين

- A compare and contrast essay places two things side-by-side and points out the similarities and differences between them, usually to illustrate a larger point.  
تضع مقالة مقارنة وتباين شينين جنبًا إلى جنب وتشير إلى أوجه التشابه والاختلاف بينهما، عادةً لتوضيح نقطة أكبر.
- In general, compare and contrast essays have body paragraphs that are organized in two main sections: a comparison section, and a contrast section.  
بشكل عام، تحتوي مقالات المقارنة والتباين على فقرات أساسية منظمة في قسمين رئيسيين: قسم المقارنة وقسم التباين.

### **11. Cause and effect essay** مقال السبب والنتيجة

- It aims to show the relationship between things—in particular, how something was influenced by something else. Cause and effect essays are often organized **chronologically**, first explaining the cause and then showing its effect.  
يهدف إلى إظهار العلاقة بين الأشياء - على وجه الخصوص، كيف تأثر شيء ما بشيء آخر. غالبًا ما يتم تنظيم مقالات السبب والنتيجة ترتيبًا زمنيًا، وتشرح السبب أولاً ثم تظهر تأثيره.

### **12. Definition Essay** المقال التعريفي

- It defines different things, ideas, and perceptions.

### **13. Process Essay** مقال شرح العمليات

- A process essay outlines a process of making or breaking or doing something that readers understand fully and are able to do it after reading it.

### **14. Synthesis Essay** المقال التوليفي

- A synthesis essay means to synthesize different ideas to make a judgment about their merit and demerits.

### **15. Review Essay** مقال النقد

- It discusses the merits and demerits of a book and evaluates it through a review.

### **16. Simple Essay** المقال البسيط

- It is just a five-paragraph essay that is written on any topic after it is specified.

### **17. Research Essay** المقال البحثي

- It revolves around a research question that is meant to answer some specific question through a research of the relevant literature.

## The Five steps of the Writing Process

### الخطوات الخمس لعملية الكتابة

#### 1. Previewing (Think and Decide) (فكر وقرر):

- Make sure you understand your assignment. تأكد من أنك تفهم مهمتك.
- Decide on a topic to write about. حدد موضوع للكتابة عنه.
- Consider who will read your work. فكر فيمن سيقراً عملك.
- Brainstorm ideas about the subject. تبادل الأفكار حول الموضوع.

#### 2. Research (If needed) (إذا لزم الأمر):

- List places where you can find information. كون قائمة بالأماكن التي يمكنك فيها إيجاد المعلومات.
- Do your research. قم بأبحاثك.
- Make an Outline to help organize your research. ضع مخططاً تفصيلياً للمساعدة في تنظيم بحثك.

#### 3. Drafting (Write) (الرسم (اكتب):

- Put the information you researched into your own words. صغ الكلمات التي بحثت عنها بطريقتك.
- Write sentences and paragraphs even if they are not perfect. اكتب جمل وفقرات حتى لو كانت غير مثالية.
- Read what you have written and judge if it says what you mean. اقرأ ما كتبت واحكم على ما إذا كان يقول ما تقصده.
- Write some more and read it again. اكتب المزيد وقرأه ثانية.
- Write until you have said everything you want to say about the topic. اكتب حتى تقول كل ما تريد أن تقوله حول الموضوع.

#### 4. Revising (Make it better) (اجعله أفضل):

- Read what you have written again. اقرأ ما كتبت مرة أخرى.
- Rearrange words, sentences or paragraphs. أعد ترتيب الكلمات أو الجمل أو الفقرات.
- Take out or add parts. احذف أو اضع أجزاء.
- Do more research if you think you should. قم بإجراء المزيد من الأبحاث إن كنت تعتقد وجوب ذلك.
- Replace overused or unclear words. استبدل الكلمات المفرطة في الاستخدام أو غير الواضحة.
- Read your writing aloud to be sure it flows smoothly. اقرأ كتاباتك بصوت عالٍ للتأكد من تدفقها بسلاسة.

#### 5. Editing and Proofreading (Make it correct) (اجعلها صحيحة):

- Be sure all sentences are complete. تأكد من أن جميع الجمل كاملة.
- Correct spelling, capitalization, and punctuation. صحح الإملاء والأحرف الكبيرة وعلامات الترقيم.
- Change words that are not used correctly or are unclear. استبدل الكلمات التي لم يتم استخدامها بشكل صحيح أو غير واضحة.
- Make sure you are using the appropriate Style formatting. تأكد من أنك تستخدم تنسيق النمط المناسب.



## Prewriting Strategies

### استراتيجيات ما قبل الكتابة

#### 1. الإدراج في قائمة:

- Listing is a process of generating a lot of information within a short time by generating some broad ideas and then building on those associations for more detail.

هو عملية لتوليد الكثير من المعلومات في غضون وقت قصير من خلال توليد بعض الأفكار العامة ثم البناء على تلك الجمعيات لمزيد من التفاصيل.

- Listing is particularly useful if your starting topic is very broad and you need to narrow it down.

تعتبر القائمة مفيدة بشكل خاص إذا كان موضوع البداية واسعاً جداً وتحتاج إلى تضيقه

#### 2. العنقودية:

- Clustering, also called mind mapping or idea mapping, is a strategy that allows you to explore the relationships between ideas.

- العنقودية، تسمى أيضاً تخطيط العقل أو تخطيط الأفكار، هي إستراتيجية تسمح لك باستكشاف العلاقات بين الأفكار.

- Put the subject in the center of a page. Circle or underline it.

ضع الموضوع في وسط الصفحة. ضع دائرة أو ضع خطاً تحتها.

- As you think of other ideas, write them on the page surrounding the central idea. Link the new ideas to the central circle with lines.

عندما تفكر في أفكار أخرى، اكتبها على الصفحة المحيطة بالفكرة المركزية. اربط الأفكار الجديدة بالدائرة المركزية بالخطوط

- As you think of ideas that relate to the new ideas, add to those in the same way.

عندما تفكر في الأفكار التي تتعلق بالأفكار الجديدة، أضف إليها بنفس الطريقة.

- The result will look like a web on your page. Locate clusters of interest to you, and use the terms you attached to the key ideas as departure points for your paper.

ستبدو النتيجة مثل الويب على صفحتك. حدد المجموعات التي تهتمك، واستخدم المصطلحات التي أرفقتها بالأفكار الرئيسية كنقاط انطلاق لورقتك البحثية.

#### 3. الكتابة الحرة:

- Freewrite on the assignment or general topic for five to ten minutes non-stop. Force yourself to continue writing even if nothing specific comes to mind.

اكتب كتابة حرة عن المهمة أو الموضوع العام لمدة خمس إلى عشر دقائق بدون توقف. أجبر نفسك على الاستمرار في الكتابة حتى إذا لم يخطر ببالك شيء محدد.

- After you have finished freewriting, look back over what you have written and highlight the most prominent and interesting ideas. You will narrow your topic and generate several relevant points about the topic.

بعد الانتهاء من الكتابة الحرة، راجع ما كتبته وأبرز الأفكار الأكثر بروزًا وإثارة للاهتمام؛ سوف تقوم بتضييق نطاق موضوعك وستقوم بإنشاء العديد من النقاط ذات الصلة بالموضوع.

#### 4. Looping التكرار:

- Loop your freewriting as many times as necessary, circling another interesting topic, idea, phrase, or sentence each time. When you have finished four or five rounds of looping, you will begin to have specific information that indicates what you are thinking about a particular topic.

قم بتكرار كتابتك الحرة عدة مرات حسب الضرورة، ودور حول موضوع أو فكرة أو عبارة أو جملة أخرى مثيرة للاهتمام في كل مرة. عندما تنتهي من أربع أو خمس جولات من الحلقات، ستبدأ في الحصول على معلومات محددة تشير إلى ما تفكر فيه حول موضوع معين.

#### 5. The Journalists' Questions أسئلة الصحفيين:

- You can use journalists' questions to explore the topic you are writing about for an assignment. A key to using the journalists' questions is to make them flexible enough to account for the specific details of your topic.

يمكنك استخدام هذه الأسئلة لاستكشاف الموضوع الذي تكتب عنه للمهمة. إن مفتاح استخدام أسئلة الصحفيين هو جعلها مرنة بما يكفي لتفسير التفاصيل المحددة لموضوعك.

- Learning to ask the appropriate questions about a topic takes practice.

تعلم طرح الأسئلة المناسبة حول موضوع ما يتطلب تدريبًا.

#### 6. Brainstorming العصف الذهني:

- It is a way of gathering ideas about a topic.

#### 7. Mapping اعداد الخرائط:

- To make a map, use a whole sheet of paper, and write your topic in the middle, with a circle around it. Then put the next idea in a circle above or below your topic, and connect the circles with lines. The lines show that the two ideas are related.



## What should a good essay avoid?

### ما الذي ينبغي أن يتجنبه المقال الجيد؟

- A good essay should avoid slang, brevity, dignified style and personal touch.

ينبغي أن يتجنب المقال الجيد اللغة العامية، الاقتضاب، التبجيل واللمسة الشخصية.

## FIVE QUALITIES OF GOOD WRITING

### خمس خصائص للكتابة الجيدة

<b>FOCUS</b> التركيز	<p>An essay should have a single clear central idea. Each paragraph should have a clear main point or topic sentence.</p> <p>ينبغي أن يكون للمقال فكرة مركزية واحدة واضحة. يجب أن تحتوي كل فقرة على نقطة رئيسية واضحة أو جملة موضوع رئيسية.</p>
<b>DEVELOPMENT</b> تطوير الفكرة	<p>Each paragraph should support or expand the central idea of the paper. The idea of each paragraph should be explained and illustrated through examples, details, and descriptions.</p> <p>يجب أن تدعم أو توسع كل فقرة الفكرة الرئيسية للورقة البحثية، ويجب شرح فكرة كل فقرة وتوضيحها بالأمثلة والتفاصيل والأوصاف.</p>
<b>UNITY</b> وحدة الفكرة	<p>Every paragraph in an essay should be related to the main idea. Each paragraph should stick to its main point.</p> <p>ينبغي أن ترتبط كل فقرة في المقال بالفكرة الرئيسية وينبغي أن تلتزم كل فقرة بفكرتها الرئيسية.</p>
<b>COHERENCE</b> الترابط المنطقي	<p>An essay should be organized logically, flow smoothly, and "stick" together. In other words, everything in the writing should make sense to a reader.</p> <p>ينبغي أن يتم تنظيم المقال بشكل منطقي وأن يسير بسلاسة وأن تتعلق فقراته ببعضها، بمعنى آخر، ينبغي أن يكون كل شيء مكتوب مفهوما للقارئ.</p>
<b>CORRECTNESS</b> دقة اللغة	<p>An essay should be written in generally correct standard English, with complete sentences, and be relatively error-free.</p> <p>ينبغي كتابة المقال باللغة الإنجليزية الصحيحة عموما، وأن نستخدم جمل كاملة وأن نتجنب الأخطاء بشكل نسبي.</p>

## Notes on Essay Writing

### ملاحظات حول كتابة المقال

- When writing the main idea paragraphs, include supporting details with examples and specific details.
- The purpose of topic sentences is to tell (predict) what the paragraph is about.
- Evidence is necessary and expected in each body paragraph of an essay.
- When we **paraphrase**, we change someone's words and/or sentence structure into our own words, but we keep his/her meaning.
- Proofread to check a piece of writing for errors.
- **A paragraph normally has three parts:**
  1. A sentence that introduces the topic (and possibly links it to the previous paragraph).
  2. A number of sentences that develop the topic (with analysis, evidence or detail).
  3. A sentence that concludes the topic (or links it to the next topic/ paragraph).
- What is 'waffle'?

It is when a student attempts to hide that they have nothing much to say about a subject by making generalized, empty statements that could apply to a whole range of topics, but which manage to say nothing relevant in answer to the question.

## Signaling words / Transition words

### الكلمات الانتقالية (الروابط)

1. Time/order:
  - at first, eventually, finally, first, firstly, in the end, in the first place, lastly, later, next, second, secondly, to begin with.
2. Contrast/opposite ideas:
  - but, despite, in spite of, even so, however, in contrast, in spite of this, nevertheless, on the contrary, on the other hand, still, whereas, yet
3. Comparison/similar ideas:
  - In comparison, in the same way, similarly
4. Condition:
  - in that case, then
5. Cause and effect:
  - accordingly, as a result, because, consequently, for this reason, hence, in consequence, in order to, owing to this, since, so, therefore, thus.

### 6. Addition:

- apart from this, as well as, besides, furthermore, in addition, moreover, nor, not only ... but also, too, what is more.

### 7. Generalization:

- as a rule, for the most part, generally, in general, normally, on the whole, in most cases,

### 8. Examples:

- for example, for instance, such as, thus, as follows

### 9. Stating the obvious:

- after all, as one might expect, clearly, it goes without saying, naturally, obviously, of course

### 10. Attitude:

- admittedly, certainly, fortunately, luckily, oddly enough, undoubtedly, unfortunately

### 11. Summary/conclusion:

- finally, in brief, in conclusion, in short, overall, so, then, to conclude, to sum up

### 12. Explanation/equivalence:

- in other words, namely, that is to say, this means, to be more precise, to put it another way

### 13. Support:

- actually, as a matter of fact, in fact, indeed

### 14. Emphasis:

- chiefly, especially, in detail, in particular

## 4. Paragraph Writing كتابة الفقرة

- The paragraph is a group (series) of sentences about a single topic (specific subject).

البراجراف مجموعه من الجمل عن موضوع واحد.

- In summary, a paragraph is:

- a unit of writing / \* used in non-fiction and fictional prose
- a part of writing that expresses a certain topic

- باختصار، الفقرة هي: وحدة كتابة / تستخدم في النثر الخيالي والواقعي / جزء من الكتابة يعبر عن موضوع معين.

- A paragraph could contain a series of brief examples or a single long illustration of a general point. It might describe a place, character, or process; narrate a series of events; compare or contrast two or more things; classify items into categories; or describe causes and effects.

يمكن أن تحتوي الفقرة على سلسلة من الأمثلة المختصرة أو توضيح طويل واحد لنقطة عامة، وقد تصف مكاناً أو شخصية أو عملية؛ يروي سلسلة من الأحداث؛ قارن أو قارن بين شيتين أو أكثر؛ تصنيف العناصر إلى فئات؛ أو وصف الأسباب والتأثيرات.

- A paragraph is a distinct section of writing covering one topic.

الفقرة هي قسم مميز من الكتابة يغطي موضوعاً واحداً.

- A paragraph will usually contain more than one sentence.

تحتوي الفقرة عادة على أكثر من جملة واحدة.

- A paragraph starts on a new line. Sometimes, paragraphs are indented or numbered.

تبدأ الفقرة في سطر جديد. في بعض الأحيان ، يتم تمييز الفقرات أو ترقيمها.

- The "perfect paragraph" will start with a topic sentence. It will have detail sentences in the middle and end with a concluding sentence.

ستبدأ "الفقرة المثالية" بجملة الموضوع. ستحتوي على جمل تفصيلية في المنتصف وتنتهي بجملة ختامية.

## أجزاء الفقرة الثلاثة The Three Parts of a Paragraph

### 1. الجملة الموضوعية The Topic Sentence:

- The topic sentence is usually the first sentence in a paragraph. It is introductory, meaning it should not include details, rather, it should introduce the main idea which will be supported by the rest of your paragraph.

عادة ما تكون جملة الموضوع هي الجملة الأولى في الفقرة. إنها تمهيدية، بمعنى أنه لا ينبغي أن تتضمن التفاصيل، بل يجب أن تقدم الفكرة الرئيسية التي ستدعمها بقية فقرتك.

### 2. الجملة الداعمة The Supporting Sentences:

- This is where the detailed sentences go to support the main idea in the topic sentence.

من هذا المكان تبدأ الجمل التفصيلية لدعم الفكرة الرئيسية في الجملة الافتتاحية (الموضوعية) .

### - الجملة الإنتقالية The Transition Sentence:

- This is where the writer relates the ideas in the current paragraph to what is coming in the next. Transition words like "next," "however," "first," "second," and "in addition" are useful.

هذا هو المكان الذي يربط فيه الكاتب الأفكار الواردة في الفقرة الحالية بما سيأتي في الفقرة التالية. تعتبر الكلمات الانتقالية مثل "التالي" و "مع ذلك" و "أولاً" و "ثانياً" و "بالإضافة إلى" مفيدة.

- **Paragraph hooks** - which are finding a keyword or phrase in the current paragraph and "hooking" or linking it to a similar word or phrase in the next - can also be useful.

- خطافات الفقرة: التي تبحث عن كلمة رئيسية أو عبارة في الفقرة الحالية و "ربط" أو ربطها بكلمة أو عبارة مشابهة في الفقرة التالية - يمكن أن تكون مفيدة أيضاً.

### 3. الجملة الختامية The concluding Sentence:

- The concluding sentence should be very similar to the topic sentence. It tells the main idea again. It is the last sentence of the paragraph.

يجب أن تكون الجملة الختامية مشابهة جداً للجملة الافتتاحية، وهي تحكي الفكرة الرئيسية مرة أخرى وتكون الجملة الأخيرة في الفقرة.

### 1. TOPIC SENTENCES:

#### 1. What is the topic sentence?

- The topic sentence is the first sentence in a paragraph.

#### 2. What does it do?

- It introduces the main idea of the paragraph.

#### 3. How do I write the topic sentence?

- Summarize the main idea of your paragraph. Indicate to the reader what your paragraph will be about.

#### 4. A well-organized paragraph supports or develops a single controlling idea, which is expressed in a sentence called the topic sentence.

تدعم الفقرة المنظمة جيدًا أو تطور فكرة حاكمة واحدة، والتي يتم التعبير عنها في جملة تسمى الجملة الموضوعية.

#### 5. It has two parts: A topic and controlling idea:

تتكون من جزأين: موضوع وفكرة حاكمة:

- The topic part names the topic. It tells what a paragraph is about.

جزء الموضوع يسمى/ يحدد الموضوع . يخبر ما تدور حوله الفقرة.

- The controlling idea part tells what paragraph will say about the topic.

يخبر جزء الفكرة الحاكمة ما ستقوله الفقرة حول الموضوع.

- Usually, the topic comes first and controlling idea comes second in the topic sentence.

However, the controlling idea may come first if the writer wants to make that type of sentence.

عادةً، يأتي الموضوع أولاً وتأتي الفكرة الحاكمة في المرتبة الثانية في جملة الموضوع ، ومع ذلك، قد تأتي الفكرة الحاكمة أولاً إذا أراد الكاتب أن يصنع هذا النوع من الجملة.

#### 6. A topic sentence has several important functions:

الجملة الافتتاحية لها عدة وظائف مهمة.

- It substantiates or supports an essay's thesis statement;

تثبت أو تدعم الجملة الرئيسية للمقال.

- It unifies the content of a paragraph and directs the order of the sentences; and it advises the reader of the subject to be discussed and how the paragraph will discuss it.

توحد محتوى الفقرة وتوجه ترتيب الجمل ؛ وتنصح القارئ بالموضوع الذي سيتم مناقشته وكيف ستناقشه الفقرة.

- Readers generally look to the first few sentences in a paragraph to determine the subject and perspective of the paragraph. That's why it's often best to put the topic sentence at the very beginning of the paragraph.

ينظر القراء بشكل عام إلى الجمل القليلة الأولى في الفقرة لتحديد موضوع ومنظور الفقرة . هذا هو السبب في أنه من الأفضل غالبًا وضع جملة الموضوع في بداية الفقرة.

## 2. Supporting ideas (sentences):

### 1. What are supporting sentences?

- They come after the topic sentence, making up the body of a paragraph.

### 2. What do they do?

- They give details to develop and support the main idea of the paragraph.

### 3. How do I write them?

- You should give supporting facts, details, and examples.

### 4. The supporting sentences are the middle sentences of the paragraph.

الجملة الداعمة هي الجمل الوسطى من الفقرة.

### 5. They provide details such as explanations or examples that expand on or support the topic sentence.

أنها توفر تفاصيل مثل التفسيرات أو الأمثلة التي توسع أو تدعم الجملة الافتتاحية.

### 6. Supporting sentences are sometimes connected by transition words or phrases.

ترتبط الجمل الداعمة أحياناً بكلمات أو عبارات انتقالية.

## 3. The conclusion (the concluding sentence):

### 1. What is the closing sentence?

- The closing sentence is the last sentence in a paragraph.

### 2. What does it do?

- It restates the main idea of your paragraph.

### 3. How do I write one?

- Restate the main idea of the paragraph using different words.

## The Characteristics of an effective Paragraph

### سمات الفقرة الجيدة

#### 1. It presents a single idea.

تقدم فكرة واحدة.

#### 2. It begins with a topic sentence that makes this single idea evident.

تبدأ بجملة الموضوع التي تجعل هذه الفكرة المنفردة واضحة.

#### 3. It contains support in form of sentences that convey this single idea.

تحتوي على دعم في شكل جمل تنقل هذه الفكرة المفردة.

#### 4. It is strategically organized to maintain flow.

منظم استراتيجياً للحفاظ على التدفق.

#### 5. It maintains your essay's objective.

تحافظ على هدف مقالتك

#### 6. It informs and entertains your reader about your paper's overall idea.

يُعلم ويسلي القارئ حول الفكرة العامة لمقالك.

## **- There are four essential elements that an effective paragraph should contain:**

### **1. UNITY - singleness or "oneness" of purpose.** الوحدة - التفرد أو "وحدانية" الغرض.

1. All the detail sentences clearly point to or support the topic sentence.

تشير جميع الجمل التفصيلية بوضوح إلى الجملة الموضوعية أو تدعمها.

2. In order for a paragraph to maintain a sense of unity, the paragraph must focus solely on a single idea, point, or argument that is being discussed.

لكي تحافظ الفقرة على الشعور بالوحدة ، يجب أن تركز الفقرة فقط على فكرة أو نقطة أو حجة واحدة تتم مناقشتها.

3. The paragraph should not begin to stray and develop new ideas.

يجب ألا تبدأ الفقرة في الانحراف وتطوير أفكار جديدة.

4. All the sentences should be related to the main point of the paragraph.

يجب أن تكون جميع الجمل مرتبطة بالنقطة الرئيسية للفقرة.

- **How can we achieve unity?** كيف نحقق الوحدة؟ By using باستخدام:

1. a topic sentence with controlling idea.

الجملة الموضوعية مع الفكرة الحاكمة

2. supporting details.

التفاصيل الداعمة

3. clinching it means using a conclusion sentence.

حسمها يعني استخدام جملة خاتمة

### **2. COHERENCE** الترابط التسلسلي:

- All the sentences and ideas in the paragraph flow smoothly together to make clear and logical points about the topic. Coherence means the flow of your writing.

تتدفق جميع الجمل والأفكار في الفقرة معًا بسلاسة لتوضيح نقاط واضحة ومنطقية حول الموضوع. الترابط يعني تدفق كتاباتك.

- **How can you ensure that your paragraph maintains a flow?**

كيف يمكنك التأكد من أن فقرتك تحافظ على التدفق؟

- After presenting your main idea in your topic sentence, each sentence following must build upon each other in an organized manner.

بعد تقديم فكرتك الرئيسية في جملة الموضوع، يجب أن تبني كل جملة تلي بعضها البعض بطريقة منظمة.

Coherence can be achieved through the use of: يمكن تحقيق الترابط من خلال:

A. A natural or easily recognized order: ترتيب طبيعي يمكن التعرف عليه بسهولة

- **Time Order** (Chronological) - arranging details or sentences as they happen according to time; usually used in writing narratives

- **Space / Direction Order** (Spatial) - arranging evidence in relation to space, direction or location.

- **Importance Order** (Emphatic) - arranging details in order of importance or emphasis

- **Step-by-Step** (Sequential or Procedural) - arranging information according to numbers.



**B. Transition Words and Phrases** - used to show the connection from one sentence to another, or to signal a new train of thoughts

- What are transitions?
- Transitions are words that connect the steps in a paragraph. Transition words and phrases show the relationships between the ideas in a paragraph. They are not used between every sentence, but are used often enough to make the order clear. Here are some common transition words and phrases that show time order or the order of steps:

الكلمات الانتقالية هي الكلمات التي تربط الخطوات في الفقرة. الكلمات والعبارات الانتقالية تظهر العلاقات بين الأفكار في الفقرة. لا يتم استخدامها بين كل جملة، ولكن يتم استخدامها في كثير من الأحيان بما يكفي لتوضيح الأم. فيما يلي بعض الأشياء الشائعة من الكلمات والعبارات الانتقالية التي تظهر ترتيب الوقت أو ترتيب الخطوات:

**C. Repetition of Key Words** - important words or phrases (and their synonyms) may be repeated throughout a paragraph to connect the thoughts into a coherent statement.

**D. Substitution of Pronouns for Key Nouns** - use a key noun in one sentence and then use a pronoun in its place in the following sentences.

**E. Parallelism** - use of the same grammatical structure in several sentences to establish coherence. The use of similar phrasing helps tie ideas and sentences together.

2. **Paragraph Development** تطور الفقرة:

- Support and evidence provided by the writer can be explained in different ways, These details can be provided by giving or using:

a. narration – telling a story

b. description – painting something or someone by use of words

c. comparison – showing how two subjects are similar

d. contrast – pointing out how two subjects are different from each other

e. example – providing illustrations or representatives of an idea or topic

f. classification – organizing or grouping together subjects with the same qualities or characteristics

g. division – taking out a part from the whole to fully discuss or emphasize how the part is integral to the whole

h. definition – giving the meaning of a term, idea, or concept

i. process analysis – telling how something is achieved or came to be; or telling how to do something

j. cause and effect – showing reasons/results of a phenomena/process



## Major Types of Paragraphs الأنواع الرئيسية للفقرات

### 1. Descriptive Paragraph الفقرة الوصفية:

- A descriptive paragraph is one that is describing a person, place, thing, animal, theme or idea to the reader.

الفقرة الوصفية هي تلك التي تصف شخصًا أو مكانًا أو شيءًا أو حيوانًا أو موضوعًا أو فكرة للقارئ.

- Descriptive phrases make use of the five senses: how something feels, smells, sounds, tastes or looks.

تستفيد العبارات الوصفية من الحواس الخمس: كيف يشعر شيء ما، أو رائحته، أو يبدو، أو يتذوق، أو يبدو.

- A good descriptive paragraph will make the readers feel like they were there experiencing everything you're talking about.

الفقرة الوصفية الجيدة ستجعل القراء يشعرون وكأنهم كانوا هناك يجربون كل ما نتحدث عنه.

- Descriptive paragraphs are powerful tools for fiction writers, as these paragraphs are responsible for setting the stage and telling the story.

تعتبر الفقرات الوصفية من الأدوات القوية لكتاب الخيال، حيث أن هذه الفقرات مسنولة عن تمهيد المسرح ورواية القصة.

### Sample Descriptive paragraph

Watson and the Shark is a painting by John Singleton Copley. In the foreground of the painting, one naked man is being attacked by a huge gray shark in the cold and choppy seawater. One small overloaded rowboat is near the naked man and the frightening shark. There are nine horrified men in this rowboat. They are trying to rescue the naked man. One young man takes a long spear and wants to kill the shark. Some people are reaching for his hand, and some are throwing a rope for him to catch. In the background of the painting, under the dark and cloudy sky, there are many ships stopping in the stormy harbor. The whole painting makes people feel tension and fear.

### 2. Narrative Paragraph الفقرة الروائية أو القصصية:

- A narrative paragraph helps tell the story and keeps the story moving.

تساعد الفقرة الروائية على رواية القصة وتحافظ على حركتها.

- Narrative paragraphs will include action, events and exciting descriptive words.

ستتضمن الفقرات الروائية أحداثًا وحركة وكلمات وصفية مثيرة.

- These paragraphs help keep the reader engaged in the story.

تساعد هذه الفقرات في الحفاظ على مشاركة القارئ في القصة.

- Narrative paragraphs are very important for fiction writers, as they help the reader to see the whole picture.

الفقرات الروائية مهمة جدًا لكتاب الخيال، لأنها تساعد القارئ على رؤية الصورة كاملة.

## Sample Narrative Paragraph

This past weekend I had the time of my life. First, Friday night, I had my best friend over and we made a delicious, mouth-watering pizza. After we ate, we had a friendly video game competition. On Saturday, my dad took us out on the boat. The weather was perfect and the water was warm. It was a great day to go for a swim. Later that night, we went to the movies. We saw an action packed thriller and ate a lot of popcorn. Finally, on Sunday, we rode our bikes all over town. By the end of the day, my legs were very tired. I only hope that next weekend can be as fun as this one.

### 3. Persuasive Paragraph الفقرة الإقناعية:

- A persuasive paragraph is one in which the writer is actually giving his own opinion on a certain subject or topic.

الفقرة المقنعة هي الفقرة التي يعطي فيها الكاتب رأيه الخاص حول موضوع معين.

- Persuasive paragraphs will also include facts and information that help to back up the writer's opinion.

ستتضمن الفقرات المقنعة أيضًا حقائق ومعلومات تساعد في دعم رأي الكاتب.

- In fiction, use these paragraphs to convince the reader to feel a certain way toward a character, place or event, perhaps a different way than they may have felt earlier in the story.

في الخيال، استخدم هذه الفقرات لإقناع القارئ بأن يشعر بطريقة معينة تجاه شخصية أو مكان أو حدث، ربما بطريقة مختلفة عما شعروا به سابقًا في القصة.

## Sample Persuasive Paragraph:

The best vacation is a trip to the beach. There is a lot to do at the beach. You can go swimming, build a sandcastle, or maybe even go surfing. The beach is very relaxing. Many people enjoy listening to the sound of the ocean and lying in the sun. When you plan your next vacation, be sure to remember that the beach is your best choice.

### 4. Explanatory Paragraph الفقرة التوضيحية:

- An explanatory paragraph offers the reader information on a certain subject.

تقدم الفقرة التوضيحية للقارئ معلومات حول موضوع معين.

- These paragraphs may contain directions or might describe a process in a logical, linear manner.

قد تحتوي هذه الفقرات على اتجاهات أو قد تصف عملية بطريقة منطقية وخطية

- Explanatory paragraphs are also factual in nature and are not a common tool for fiction writers.

الفقرات التوضيحية هي أيضًا ذات طبيعة واقعية وليست أداة شائعة لكتاب الخيال

- A how-to article is an example of a piece of writing that would use these paragraphs.

المقالة الإرشادية هي مثال على قطعة من الكتابة التي قد تستخدم هذه الفقرات.

### Sample Explanatory Paragraph

Pat Mora's poem, "Echoes," vividly describes the meaning and mood of the poem by using sensory images. At the beginning of the poem it was talking about white wine and cool dresses which give you a feel of upper class elegance. Yet when it went from the white wine to the white uniform it changed the class of the hostess and the maid. When it mentioned that the maid's smile wavered when the speaker started to talk to her, it showed the level of amazement that the maid felt. However, the end, when it talks about hearing the cruel comment of "just drop the cups and plates / on the grass," it gave the poem a feeling of darkness as the poem told how the speaker stood in silence which describes her contradicting feelings. Towards the end of the poem the roar and flash help the reader envision the speaker's rage for the cruelty that is being calmed in a racist society.

### More Types of Paragraphs أنواع أكثر من الفقرات

#### Sample Process or How-to Paragraph

Here is the perfect system for cleaning your room. First, move all of the items that do not have a proper place to the center of the room. Get rid of at least five things that you have not used within the last year. Take out all of the trash, and place all of the dirty dishes in the kitchen sink. Now find a location for each of the items you had placed in the center of the room. For any remaining items, see if you can squeeze them in under your bed or stuff them into the back of your closet. See, that was easy!

#### Sample Compare and Contrast Paragraph

Oceans and lakes have much in common, but they are also quite different. Both are bodies of water, but oceans are very large bodies of salt water, while lakes are much smaller bodies of fresh water. Lakes are usually surrounded by land, while oceans are what surround continents. Both have plants and animals living in them. The ocean is home to the largest animals on the planet, whereas lakes support much smaller forms of life. When it is time for a vacation, both will make a great place to visit and enjoy.

#### Sample Critical Paragraph

The Blue Whales just played their first baseball game of the new season; I believe there is much to be excited about. Although they lost, it was against an excellent team that had won the championship last year. The Blue Whales fell behind early but showed

excellent teamwork and came back to tie the game. The team had 15 hits and scored 8 runs. That's excellent! Unfortunately, they had 5 fielding errors, which kept the other team in the lead the entire game. The game ended with the umpire making a bad call, and if the call had gone the other way, the Blue Whales might have actually won the game. It wasn't a victory, but I say the Blue Whales look like they have a shot at the championship, especially if they continue to improve.

### Sample Argumentative Paragraph

The school fair is right around the corner, and tickets have just gone on sale. Even though you may be busy, you will still want to reserve just one day out of an entire year to relax and have fun with us. Even if you don't have much money, you don't have to worry. A school fair is a community event, and therefore prices are kept low. Perhaps, you are still not convinced. Maybe you feel you are too old for fairs, or you just don't like them. Well, that's what my grandfather thought, but he came to last year's school fair and had this to say about it: "I had the best time of my life!" While it's true that you may be able to think of a reason not to come, I'm also sure that you can think of several reasons why you must come. We look forward to seeing you at the school fair!

### Sample Problem and Solution Paragraph

Last week we installed a kitty door so that our cat could come and go as she pleases. Unfortunately, we ran into a problem. Our cat was afraid to use the kitty door. We tried pushing her through, and that caused her to be even more afraid. The kitty door was dark, and she couldn't see what was on the other side. The first step we took in solving this problem was taping the kitty door open. After a couple of days, she was confidently coming and going through the open door. However, when we removed the tape and closed the door, once again, she would not go through. They say you catch more bees with honey, so we decided to use food as bait. We would sit next to the kitty door with a can of wet food and click the top of the can. When kitty came through the closed door, we would open the can and feed her. It took five days of doing this to make her unafraid of using the kitty door. Now we have just one last problem: our kitty controls our lives!

### Sample Cause and Effect Paragraph

I do well in school, and people think I am smart because of it. But it's not true. In fact, three years ago I struggled in school. However, two years ago I decided to get serious about school and made a few changes. First, I decided I would become interested in whatever was being taught, regardless of what other people thought. I also decided I would

work hard every day and never give up on any assignment. I decided to never, never fall behind. Finally, I decided to make school a priority over friends and fun. After implementing these changes, I became an active participant in classroom discussions. Then my test scores began to rise. I still remember the first time that someone made fun of me because “I was smart.” How exciting! It seems to me that being smart is simply a matter of working hard and being interested. After all, learning a new video game is hard work even when you are interested. Unfortunately, learning a new video game doesn’t help you get into college or get a good job.

### **Other Types of Paragraphs** أنواع أخرى من الفقرات

#### **1. Argument paragraph** الفقرة الجدلية:

- An argument paragraph presents a point of view, and provides evidence to support the position taken by the writer. Evidence to support the position can include reasons, personal experience, statistics, confirmed facts and expert research.

#### **2. Classification paragraph** الفقرة التصنيفية:

- In this type of paragraph, separate items are grouped together according to shared characteristics.

#### **3. Compare or contrast paragraph** فقرة المقارنة والتناقض:

- A compare and/or contrast paragraph is required if you are asked to examine similarities and/or differences. Compare focuses on similarities. Contrast focuses on differences.

#### **4. Definition paragraph** فقرة التعريف:

- The starting point for a definition paragraph is a simple definition in the first sentence (the topic sentence). Support sentences then give more information such as examples, description and explanation.

#### **5. Illustration paragraph** الفقرة التفسيرية:

- In an illustration paragraph, specific examples are used to clarify and support a general statement.

## Practice on Paragraph and Essay

### **A. A summary** التلخيص:

- What is a summary?

- A summary is a record which a writer writes in his or her words.

الملخص هو ما يقوم الكاتب بكتابته باستخدام كلماته الخاصة.

- It gives the main points of the passage, note or a conversation.

يعطي النقاط الرئيسية للقطعة أو الملاحظة أو المحادثة.

- A summary is a brief collection of all the important points. It is a short version of a long essay.

إنه نسخة قصيرة من مقال طويل. الملخص عبارة عن مجموعة مختصرة من جميع النقاط المهمة.

- A summary must have all the points from the passage or from the notes. This is among the note making examples.

يجب أن يحتوي الملخص على جميع النقاط من القطعة أو من الملاحظات. هذا من بين أمثلة تدوين الملاحظات.

- The summary should begin with a main idea statement and then include essential supporting details.

يجب أن يبدأ الملخص ببيان الفكرة الرئيسية ثم يتضمن التفاصيل الداعمة الأساسية.

\* It is a good way of improving the ability to read. Writing summaries helps the writer to focus on understanding the whole.

طريقة جيدة لتحسين القدرة على القراءة كما تساعد كتابة الملخصات الكاتب في التركيز على فهم الكل أو المجلد.

### - What are the characteristics of good summary?

- They are conciseness والإيجاز, objectivity الموضوعية and accuracy الدقة.

- A good summary has an objective of the whole passage.

الملخص الجيد له هدف عام فيما تحتويه القطعة بأكملها.

- It should not have irrelevant content.

يجب ألا يحتوي على محتوى غير ذي صلة

- It may contain the main idea of each of the paragraphs.

قد يحتوي على الفكرة الرئيسية لكل فقرة

- A good summary may use the keywords from the original text but not the metaphor.

قد يستخدم الملخص الجيد الكلمات الأساسية من النص الأصلي وليس الاستعارة.

- You must express a good summary in your own words.

يجب أن تعبر عن ملخص جيد بكلماتك الخاصة.

- A good summary should give an objective outline of the whole piece of writing.

يجب أن يعطي الملخص الجيد مخططاً موضوعياً لمقطع الكتابة بأكمله.

- It should not be a paraphrase of the whole text using your own words.

لا ينبغي أن يكون إعادة صياغة النص بأكمله باستخدام كلماتك الخاصة.



## Writing Skills

- A good summary should not include selected examples, details, or information which are not relevant to the piece of writing taken as a whole.

يجب ألا يتضمن الملخص الجيد أمثلة أو تفاصيل أو معلومات مختارة ليست ذات صلة بالمادة المكتوبة ككل.

### خطوات التلخيص Steps for Summarizing

1. The very first step for making a summary is to have a reading skill.

الخطوة الأولى لعمل الملخص هي امتلاك مهارة القراءة.

2. Underline or mark the main sentences of the passage.

قم بتسطير أو تمييز الجمل الرئيسية للقطعة

3. After collecting the main points, check for the appropriateness of the ideas for making the summary.

بعد جمع النقاط الرئيسية ، تحقق من ملائمة الأفكار لعمل الملخص.

4. Prepare the first draft of the summary. Use can omit or add any piece of information.

تحضير المسودة الأولى للملخص. يمكن استخدام حذف أو إضافة أي جزء من المعلومات.

5. Limit the written summary.

الحد من الملخص المكتوب

6. -----

### تقنيات التلخيص Techniques for Summarization

1. Selection الاختيار:

- For making a summary, it is very important to select the main idea, keywords and the special terms in the source. They help in getting the idea and making the summary.

لعمل ملخص، من المهم جداً تحديد الفكرة الرئيسية والكلمات الرئيسية (المفتاحية) والمصطلحات الخاصة في المصدر. فكل هذا يساعد في الحصول على الفكرة وعمل الملخص.

2. Rejection الرفض:

- It is a process of removing unwanted and not so important sentences while making summaries as note making examples.

إنها عملية إزالة الجمل غير المرغوب فيها وغير المهمة أثناء عمل الملخصات كأمثلة لتدوين أو عمل الملاحظات.

3. Substitution الاستبدال:

- It is a process in which new sentences get to add up instead of the previous one. Also, several sentences are combined to form one sentence. It reduces the length of the summary.

إنها عملية يتم فيها إضافة الجمل الجديدة بدلاً من السابقة. أيضاً، يتم الجمع بين عدة جمل لتشكيل جملة واحدة. وهذا يقلل من طول الملخص.

## Test your understanding of summarization

To help you understand what a good summary is like, read the following articles. After reading each article, select the best summary in the following question.

### How Dogs Help Disabled People

Dogs can help disabled people in many ways. A guide dog becomes the eyes for a blind person. It helps its owner get from place to place. A hearing ear dog alerts its owner when it hears certain sounds. A mobility-assist dog becomes its owner's helping hands. It helps its owner by picking up objects and bringing them to its owner. It picks up objects that the owner has dropped or can't reach. It can also pull its owner's wheelchair, carry things in a backpack, and open and close doors. It can even help its owner get dressed. Dogs that assist disabled people are known as service dogs.

- Circle the letter of the best summary.

a.	Dogs can help disabled people in many ways. Dogs that assist disabled people are known as service dogs.
b.	Service dogs can help disabled people in many ways. Guide dogs help the blind. Hearing ear dogs help the deaf. Mobility-assist dogs help people who can't get around or do things for themselves.
c.	Service dogs can help disabled people in many ways. Guide dogs help the blind. Hearing ear dogs help the deaf. Mobility-assist dogs help people who can't get around or do things for themselves. A mobility-assist dog becomes its owner's helping hands. It helps its owner in many ways. It helps its owner by picking up objects and bringing them to its owner. It picks up objects that the owner has dropped or can't reach. It can also pull its owner's wheelchair, carry things in a backpack, and open and close doors. It can even help its owner get dressed.
d.	Dogs can help disabled people in many ways. Dogs that assist disabled people are known as service dogs. One kind of service dog is the guide dog. A guide dog becomes the eyes for a blind person. It helps its owner get from place to place.

- The best summary is choice b.

تحليل الإجابة :

أفضل ملخص هو الخيار (b) يعطي الفكرة الرئيسية والتفاصيل الداعمة الرئيسية. إنها تستخدم بضع كلمات فقط. لا يعطي الملخص في الاختيار (a) كافة التفاصيل الرئيسية. إنه لا يخبر ما تفعله كلاب التوجيه والسمع والحركة. الملخص في الاختيار (c) طويل جداً. يخبرنا الملخص في الاختيار (d) عن نوع واحد فقط من كلاب الخدمة.



- Consider this example:**

**“Basketball is more exciting than football.”**

تأمل هذا المثال: "كرة السلة أكثر إثارة من كرة القدم." هذا البيان قابل للنقاش. يمكنك أن تجادل بأن كرة القدم هي أكثر إثارة من كرة السلة، أو أن كلاهما مثير بنفس القدر، أو حتى أنهما مملين بشكل مخيف. كل هذه البيانات آراء. لكن "كرة السلة هي رياضة جماعية" ليست قابلة للنقاش. من المستحيل الاختلاف مع هذا البيان. إنه شيء معروف أنه صحيح. وبالتالي، إنها حقيقة.

## - ASKING QUESTIONS

- A good test for whether something is fact or opinion is to ask yourself two questions:  
 \* Can this statement be debated? \* Is this something known to be true?  
 - If you can answer "Yes" to the first question, it's probably an opinion. If you can answer "Yes" to the second question, it's probably a fact.
- الاختبار الجيد لمعرفة ما إذا كان الشيء حقيقة أم رأي، هو أن تسأل نفسك سؤالين: \* هل يمكن مناقشة هذا البيان؟ \* هل هذا شيء معروف بصحته؟ - إذا كان بإمكانك الإجابة بـ "نعم" على السؤال الأول، فمن المحتمل أن يكون رأياً. إذا كان بإمكانك الإجابة بـ "نعم" على السؤال الثاني، فمن المحتمل أن تكون حقيقة.

## - For example, look at the following sentence:

Our school's policy is that you must have a C average in order to participate in school sports.

- Does this topic sentence express a fact or an opinion? Well, is it debatable? Can someone disagree? Probably not. It's a matter of fact, something that could be proven by a quick visit to the principal or the athletic department.

هل هذه الجملة الافتتاحية تعبر عن حقيقة أم رأي؟ حسنًا، هل هذا قابل للنقاش؟ هل يمكن لشخص أن يختلف؟ على الأغلب لا. إنها حقيقة، شيء يمكن إثباته من خلال زيارة سريعة لمدير المدرسة أو القسم الرياضي.

- On the other hand, look at the following claim.

Our school should have a policy that you must have at least a C average to participate in school sports.

- Now, is this something known to be true, or is this something debatable? Clearly, different people can have different opinions on this issue. It's an opinion.

الآن، هل هذا شيء معروف بصحته، أم أن هذا شيء قابل للنقاش؟ من الواضح أن الأشخاص المختلفين لديهم آراء مختلفة حول هذه المسألة. إنه رأي.

### Words and Phrases that Often Signal Opinions

bad	disappointing	good	important	I think	should
best	excellent	great	insignificant	ought	terrible
boring	fascinating	had better	interesting	remarkable	worst

## C. Comparison and Contrast المقارنة والتباين

عند المقارنة والتباين، فإنك تحدد كيف تتشابه الأشياء وتختلف. المقارنة توضح كيف يتشابه شيئين؛ التباين هو إظهار كيف يختلف شيئين. حتى أنه ينطبق على العالم المخيف.

- Here are some clue words you can use to show readers that you are comparing or contrasting things.

similarly	in the same way	however	opposite
likewise	and	in contrast	different from
too	also	but	on the other hand
in addition	or	rather	

## D. Cause and Effect السبب والنتيجة:

كل الأشياء تحدث لسبب ما - حتى الأشياء المخيفة والمرعبة. التأثير أو النتيجة هو الشيء الذي يحدث. والسبب هو سبب التأثير / النتيجة. انظر الجدول التالي :

السبب cause	النتيجة effect
Kevin forgot to set his watch كيفن نسي يضبط الساعة	He was late هو تأخر
Dark clouds rolled in off the ocean تدحرجت السحب الداكنة من المحيط	It rained لقد أمطرت
Ashley ate too much ice cream اشلي أكلت الكثير من الايس كريم	Her tummy hurts بطنها يؤلمها
Willy told a silly joke. قال ويلي نكتة سخيفة.	We laughed. ضحكنا.

## E. Headings العناوين:

- Key features of headings الملامح الرئيسية للعناوين:

\* Headings use concise, descriptive keywords about the topic.

تستخدم العناوين كلمات رئيسية وصفية موجزة حول الموضوع.

\* In the heading or subheading, key ideas are used for the text that follows.

في العنوان أو العنوان الفرعي ، يتم استخدام الأفكار الرئيسية للنص التالي.

\* When you are asked to choose the best heading, choose the heading that most closely reflects the main idea.

عندما يُطلب منك اختيار العنوان الأفضل، اختر العنوان الذي يعكس الفكرة الرئيسية بشكل وثيق.

- **Example:**

\* **Topic sentence:** The city of Buffalo has a lot of communities and neighborhoods.

\* **Main idea:** Buffalo is a great place to live.

\* **Heading:** A great place to live / Buffalo: a great place to live.

## F. The Main Idea الفكرة الرئيسية:

- الفكرة الرئيسية للنص هي ببساطة ما يتحدث عنه النص أو ما يريد الكاتب توصيله للقارئ.

- غالبا ما تكون الجملة الرئيسية عبارة عن جملة واحدة ومن الممكن أن تكون عبارة عن رأي أو حقيقة.

- Examples of main ideas.

- الفكرة الرئيسية أو الجملة الموضوعية باللون الأزرق والجملة الأخرى هي مدعمة للجملة الموضوعية أي أنها عبارة عن تفاصيل:

1.	<b>Ferraris are fast.</b> They can go from 0 kph to 100 kph in just a few seconds. They can get you to a place very quickly.
2.	<b>Ahmed loves fruit.</b> He eats fruit every day. He especially loves apples and oranges. He has never tasted fruit he didn't like.
3.	<b>Reading widely will improve your English.</b> It will improve your reading skills, your vocabulary and your grammar. Read easy texts, ones that are at your level. Read stories and articles that are interesting. Read for fun. If you do, your English will become stronger.

- في البراجراف عادة ما تكون هناك ( فكرة رئيسية ) وتسمى (topic sentence) ويمكن تسميتها بـ ( the thesis statement )

- كيف تجد الفكرة الرئيسية بالقطعة ? How to find the main idea?

1) Identify the Topic تعرف علي أو حدد الموضوع

اقرأ القطعة بالكامل، ثم حاول تحديد الموضوع. من أو ما هو موضوع الفقرة؟

2) Summarize the Passage لخص القطعة

بعد قراءة القطعة جيداً، لخصها بكلماتك الخاصة (بأسلوبك) في جملة واحدة.

3) Look at the First and Last Sentences of the Passage :انظر الي الجملة الاولى والاخيرة في القطعة

غالبًا ما يضع المؤلفون الفكرة الرئيسية في الجملة الأولى أو الأخيرة من الفقرة أو المقالة أو بالقرب منها ، لذا اعزل تلك الجمل لمعرفة ما إذا كانت منطقية باعتبارها الموضوع الشامل للقطعة.

4) Look for Repetition of Ideas :ابحث عن تكرار الافكار

إذا قرأت فقرة ولم تكن لديك فكرة عن كيفية تلخيصها لأن هناك الكثير من المعلومات، فابدأ في البحث عن كلمات أو عبارات أو أفكار متكررة ذات صلة.

تدريب هام:

الان قم بتحديد الفكرة الرئيسية من بين الجمل التالية:

1.	a. KSA is north of Yemen. b. KSA is south of Jordan. c. KSA is in the Middle East.
2.	a. Oranges contain no fat. b. Oranges are healthy. c. Oranges contain vitamins.
3.	a. Rayan reads a lot of English novels and short stores online. b. Rayan thinks it's important to study English and learn as much English as possible. c. Rayan studies English online every night. d. Rayan often studies with his friend.

## Writing Skills

4.	<p>a. Riyadh is busy and has a lot of traffic.</p> <p>b. Riyadh's population is about eight million people.</p> <p>c. Riyadh is the capital city of KSA.</p> <p>d. Riyadh has the famous Mamlaka tower.</p>
5.	<p>a. Ali is sick.</p> <p>b. Ali has a headache.</p> <p>c. Ali needs pain killers</p> <p>d. Ali banged his head on the corner of his bed.</p>
6.	<p>a. I love you.</p> <p>b. You are beautiful.</p> <p>c. You are funny.</p> <p>d. You smell nice.</p> <p>e. You wear nice clothes.</p>

**Answers :**

1.c	2.b.	3.b.	4.c	5.a.	6.a.
-----	------	------	-----	------	------

الان : قم بقراءة البراجراف التالي :

**Mother gorillas do a lot for their babies. They nurse their babies. They protect them from danger. And they teach the tiny gorillas how to get along with other gorillas.**

الان لاحظ الاسئلة التالية بالاجابات :

### Frame Questions:

1.	<b>What is the paragraph mostly about?</b>	Mother Gorillas do for their babies.
2.	<b>Which sentence best tells what the paragraph is about?</b>	The first sentence tells what the paragraph is about. Hence, <b>main idea</b> of the paragraph is 'Mother gorillas do a lot for their babies'.
3.	<b>Supporting Details</b>	Supporting details are 'They nurse their babies', 'They protect them from danger', and 'they teach the tiny gorillas how to get along with other gorillas'.
4.	<b>Non-Example:</b>	Mother gorillas do a lot for their babies. They nurse their babies. They protect them from danger. And they teach the tiny gorillas how to get along with other gorillas.

<b>Main Idea:</b>	Mother gorillas love their babies
<b>Supporting Detail:</b>	<p>Mother gorillas do a lot for their babies.</p> <ul style="list-style-type: none"> <li>• They love their babies.</li> <li>• They teach them things.</li> </ul>

### G. Supporting Details الجمال الداعمة

- ما الفرق بين الجملة الرئيسية والجمال المدعمة وكيف نحدد كل منهم؟  
 لتوضيح الفرق بين الفكرة الرئيسية والجمال المدعمة عليك ملاحظة الفرق بين أوجه التشابه والاختلاف بين هذه الجملة كأننا نقول ( موز - تفاح - مانجو - فاكهه ) الاربع كلمات السابقة ثلاثة منهم متشابهون ولكن واحدة التي تكون مختلفة فكلمة ( فاكهه ) يندرج تحتها ( موز - تفاح - مانجو ) بمعنى انها تمثل الفكرة الرئيسية اما الباقي يمثل الجمال المدعمة - بمعنى اخر كما ان هناك فرق بين الكلمات هناك فرق بين الجمال ويمكن تصنيف الجمال كما ذكرنا في المثال السابق :  
 انظر الي المثال التالي :

Buffalo can smell a pool of water that is three miles away.  
 Buffalo have sharp senses.  
 Buffalo can see moving animals or people as far away as a mile.  
 Buffalo also have good hearing.

إذا سألنا (لماذا للجاموس حواس حادة؟) سنجد أن باقي الجمال تمثل الاجابة علي هذا السؤال لذلك في الفكرة الرئيسية أما باقي الجمال فهي جمال مدعمة للفكرة الرئيسية .

### Practice Main Ideas and Details

Main idea	
.....	

### Read each paragraph. Choose the best answers.

You probably know that guide dogs are used to lead blind people. Did you know that a few blind people have guide horses? These are miniature horses trained much as guide dogs are. The small horses respond to more than 25 commands. They can see well in the dark. They are also trained to tap with a hoof on the door if they need to go out. One man has even taken his guide horse on an airplane!

1. The main idea of this paragraph is .....

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| a. How guide dogs are trained   | b. The use of small horses as guides |
| c. A guide horse on an airplane | d. Why blind people like animals     |

2. A supporting detail is.....

- |                                       |                                  |
|---------------------------------------|----------------------------------|
| a. Guide dogs lead blind people.      | b. Miniature means small.        |
| c. The horses respond to 25 commands. | d. Airlines welcome guide horses |

## G. The Main Topic الموضوع الرئيسي

- The main topic tells what subject the writing will be about. It is the subject of the paragraph.

- الموضوع الرئيسي يخبرنا عن الموضوع الذي سنتناوله الكتابة. إنه موضوع الفقرة أو الجراف.

### - Example:

- Main idea: **we need food in order to survive (so we can live).**
- The main topic is **food**. The main point is **the fact we need it in order to survive.**

### - Main topic vs. main point: الفرق بين الموضوع الرئيسي والنقطة الرئيسية

- الموضوع الرئيسي هو ماهية النص. إنه الموضوع.
- الفكرة الرئيسية هي: الموضوع الرئيسي + النقطة الرئيسية.
- إذا قلنا "نمور" ، فإننا نتحدث عن النمور. هذا هو الموضوع. لكننا نحتاج أيضًا إلى توضيح نقطة. نحتاج أن نقول شيئًا عن النمور. نحن بحاجة إلى قول حقيقة أو رأي. إذا كانت أكبر نقطة نريد توضيحها هي أنها خطيرة ، فإن النقطة الأساسية هي ( أنها خطيرة ) . الفكرة الرئيسية هي أن (النمور خطيرة).

### Exercise A

1.	<b>Ferraris are fast.</b> They can go from 0 kph to 100 kph in just a few seconds. They can get you to a place very quickly.
2.	<b>Ahmed loves fruit.</b> He eats fruit every day. He especially loves apples and oranges. He has never tasted fruit he didn't like.
3.	<b>Bananas are healthy.</b> They contain vitamins and minerals. There is no fat in a banana. They release energy slowly, which is good for the body. Eat a banana every day to help stay healthy.
4.	<b>Reading widely will improve your English.</b> It will improve your reading skills, your vocabulary and your grammar. Read easy texts, ones that are at your level. Read stories and articles that are interesting. Read for fun. If you do, your English will become stronger.
5.	<b>Exercise is good for your heart.</b> Jogging and swimming and other such activities are good for your heart. Getting regular exercise can help you have a healthier heart. Regular physical activity raises healthy HDL cholesterol levels and reduces unhealthy LDL cholesterol and triglycerides. It also lowers blood pressure, burns body fat, and lowers blood sugar levels — all of which benefit heart health.



**Are the words in bold the topic or the main point?**

	Sentence	The topic or the main point
1.	Ferraris <b>are fast</b>	main topic
2.	<b>Ahmed</b> loves fruit.	main point
3.	Bananas <b>are healthy</b>	main topic
4.	Reading widely <b>will improve your English</b>	main topic
5.	<b>Exercise</b> is good for your heart.	main point

**Note:**

- don't be confused between important topic and main point. The words "Global warming is an important topic, but is not the main idea. There is no point expressed. There is no fact or opinion. Also, the main idea must be a complete sentence.

Global warming is just a topic, even though it is an important one. There is no main point here.

ملاحظة: لا تخلط بين الموضوع المهم والنقطة الرئيسية. عبارة "الاحتباس الحراري" هو موضوع مهم ، لكنه ليس الفكرة الرئيسية. لا توجد نقطة معبر عنها هنا. لا توجد حقيقة أو رأي. أيضا ، يجب أن تكون الفكرة الرئيسية جملة كاملة. "الاحتباس العالمي" هو مجرد موضوع ، على الرغم من أنه موضوع مهم. لا توجد نقطة رئيسية هنا.

- The following main point can be added to the topic to make a main idea:

(a problem and it needs to be reduced)

For example: Global warming is a problem and it needs to be reduced.

- يمكن إضافة النقطة الرئيسية التالية إلى الموضوع لعمل فكرة رئيسية (مشكلة ويجب تقليلها)  
- فمثلا: (الاحتباس الحراري مشكلة ويجب تقليلها).

**Exercise (1) on the main topic, the main idea and the best heading:**

One of my favorite vacation places is Mexico. I really like the weather there because it never gets cold. The people are very nice too. The food is really good. Mexico City is a very interesting place to visit. It has some great museums and lots of fascinating old buildings. If you are planning to visit Mexico, you should definitely see the Mayan temples near Merida.

1. What is the main topic of this passage?

a. Mexico City

b. Mexico

c. Places in Mexico

2. The main idea is:

Mexico is an interesting place to visit.

3. What is the best heading?

a. A favorite vacation place

b. Mexico City

c. Visit interesting Mexico

## Writing Skills

### Exercise (2) on the main topic, the main idea and the best heading:

Banks are places where people can keep their money. Most people use banks to save money in their savings accounts and to pay money from their checking accounts. Today, when a person earns money from their job, their paycheck is often electronically deposited (put) into their savings or checking account. Then, he or she can pay their bills by writing checks from their checking accounts or pay online where their bills are electronically connected to their bank accounts.

1. What is the main topic of this passage?

a. Saving money

b. Spending Money

c. Banks

2. The main idea is:

Banks are used to save money in, and pay money from accounts.

3. What is the best heading?

a. What are banks for?

b. Check your account today!

c. Banks are now electronic

### Exercise (3) on the main topic, the main idea and the best heading:

India is an agricultural country. Most of the people live in villages and are farmers. They grow cereals, pulses, vegetables and fruits. The farmers lead a tough life. They get up early in the morning and go to the fields. They stay and work on the farm late till evening. The farmers usually live in kuchcha houses. Though they work hard they remain poor. Farmers eat simple food; wear simple clothes and rear animals like cows, buffaloes and oxen. Without them, there would be no cereals for us to eat. India's farmers play an important role in the growth and economy of a country.

1. What is the main topic of this passage?

a. Village people in India

b. India's Farmers

c. Indian agriculture

2. The main idea is:

India's farmers have a tough simple life, but they are important because they grow crops and help the country's growth and economy.

3. What is the best heading?

a. The importance of India's farmers

b. The long working day of the Indian Farmer

c. India needs more farmers

### Exercise (4) on the main topic, the main idea and the best heading:

A consortium (group of companies) have been awarded a \$10 billion contract to design and build the Riyadh Metro in the Kingdom of Saudi Arabia. The lines, along with four others, will form the backbone of Riyadh's new public transportation network. The

consortium, which includes Almadani General Contractors, Consolidated Contractors Company, and Siemens, is responsible for the design, construction, train cars, and signaling—as well as electrification and integration of the new lines to the rest of the system. Riyadh's population of nearly 6 million is forecast to increase to 8 million by 2030. The new metro system will meet the demands of the growing population while reducing traffic congestion and improving air quality.

1. What is the main topic of this passage?

a. The Riyadh Metro

b. Riyadh transport

c. Population of Riyadh

2. The main idea is:

a group of companies will work together to build the Riyadh Metro. It will meet the transportation demands of a growing Riyadh, reduce traffic problems and reduce air pollution.

3. What is the best heading from these three options?

a. Riyadh faces transportation problems

b. Riyadh Metro to cost \$10 billion

c. Riyadh Metro contract awarded to consortium

## 5. Writing an email كتابة البريد الالكتروني

- لكتابة الإيميل يجب اتباع الآتي:

١. لا تكتب العنوان أو التاريخ.

٢. اكتب جمل بسيطة, غير معقدة.

### The shape of an e-mail شكل البريد الالكتروني

From : عنوان البريد الالكتروني للراسل  
To : عنوان البريد الالكتروني للمرسل إليه  
Subject (About): موضوع الإيميل

Hello ..... / Dear .....,

الموضوع

Best wishes, ☐  
اسم الراسل

**Example 1**

- \* Write an e-mail to your friend Magdi/Magda giving him/her advice about how to do well at school.
- \* Your friend's e-mail address is Magdi/Magda\_2011 @ yahoo.com.
- \* Your e-mail address is Sami Ronaldo @ yahoo.com.

**Answer**

**From** : Sami Ronaldo @ yahoo.com.  
**To** : Magdi/Magda\_2011 @ yahoo.com.  
**Subject (About)** : Advice

**Dear, Magdi / Magda.**

How are you? I hope you and your family are well. I'm writing to give you some advice on how to do well at school. First, you must know that time is as precious as gold and you have to use it well and mustn't waste it. You should make a timetable and a plan for your study to organise your time and get good results. Begin your study day with the most important parts. Always do some practice on the subjects you have studied.

If you find something hard to study at one time, you can divide it into parts.

Concentrate on the parts that exams ask about. Revise what you studied yesterday before you begin new parts. I hope you will do good work and make good achievements at school.

Best wishes,

Sami ☐

**- Some things to avoid when writing formal emails**

1. **Colloquial words:** “wanna” (want to), Y’all (You all)
2. **Contractions:** Can’t, Didn’t, Haven’t
3. **Clichés:** I will have email you the report in a jiffy. Vs. I will email you the report as soon as possible.
4. **Abbreviated words:** ASAP, lol, P.S
5. **Imperative words or sentences:** Stop, Do this, Go ahead

## General Exercises on Writing

### - Choose the correct answer from a, b, c or d:

1. What is the first paragraph in the essay called?
  - a. Conclusion
  - b. Body paragraph
  - c. Introduction
  - d. Exposition
2. When do you use formal language?
  - a. When you write an academic essay.
  - b. When you talk to a friend.
  - c. When you write a text message.
  - d. When you write a story.
3. Which sentence is correct?
  - a. Some students enter other professions such arts administration.
  - b. Some students enters other professions such as arts administration.
  - c. Some students enter another professions such as arts administration.
  - d. Some students enter other professions such as arts administration.
4. What are the five steps of writing?
  - a. Draft, rough and draft, edit, revise, turn in.
  - b. brainstorm, write, submit, re-do, correct.
  - c. check spelling, grammar, sentences, title and paragraph.
  - d. pre-write, draft, revise, edit, publish.
5. What is the last paragraph in the essay called?
  - a. conclusion
  - b. body paragraph
  - c. introduction
  - d. exposition
6. What are the middle paragraphs in the essay called?
  - a. conclusion
  - b. body paragraphs
  - c. introduction
  - d. topic sentence
7. "Global warming is definitely the single greatest environmental challenge that the planet earth is facing at present.) What is the most appropriate supporting sentence for this?
  - a. Human beings are addicted to burning fossil fuels.
  - b. It is essential to understand the gravity of the situation.
  - c. Due to this rise in temperature, the oceans are rising and the coral reefs are dying.
  - d. Hurricane is enough to prove this point.
8. A paragraph consists of .....
  - a. essays
  - b. sentences
  - c. emails
  - d. letters
9. A transition is a word or phrase that links ideas together, which is an example of a transition?
  - a. in other words
  - b. blue
  - c. fact
  - d. last
10. A thesis statement is .....
  - a. A sentence that states what will be explained in the essay.
  - b. A sentence that catches the readers' attention.
  - c. A sentence which introduces the conclusion.
  - d. A sentence which concludes the essay.

## Writing Skills

11. How many sentences a thesis statement should have?  
a. **Four**                      b. **Three**                      c. **Two**                      d. **One**
12. What is a hook?  
a. **An opening a sentence that captures the reader's attention.**  
b. **The last sentence of a paragraph.**  
c. **A tool used to catch a thought.**  
d. **A boring sentence.**
13. Choose the best evidence after this sentence (Sports have positive effects on health.)  
a. **Most people practice sports in their free time.**  
b. **Some schools make their students practice sports.**  
c. **The effects of sports on health are numerous.**  
d. **Doing sports makes people mentally well and physically fit.**
14. By which sentence can we conclude an essay about (Road Accidents)?  
a. **We need to prevent road accidents to decrease the death rate.**  
b. **That incident made me realize how precious our lives are.**  
c. **Once I was on my way back home from shopping when I witnessed a road accident.**  
d. **Road accidents have become very common nowadays.**
15. Choose the best topic sentence for an essay about (Smoking is deadly).  
a. **Smokers lead a life of suffering.**  
b. **Non-smokers are healthy people.**  
c. **If you don't smoke, you can help your society.**  
d. **Smoking expensive cigarettes costs people a lot of money.**
16. In an essay about "Pollution", which of the following would be the best concluding sentence?  
a. **Pollution is caused by several factors, one of which is garbage disposal.**  
b. **Pollution is spreading mainly because of human activity.**  
c. **It is essential that we address this dangerous issue immediately.**  
d. **It is a threat to all forms of life on earth.**
17. What is the context?  
a. **The introduction paragraph.**  
b. **Background information about the essay topic.**  
c. **A hook that grabs the reader's attention.**  
d. **An informational essay.**
18. What is the primary purpose of a quotation in an essay?  
a. **To analyze specific data.**                      b. **To present another's viewpoint.**  
c. **To explain a complicated issue.**                      d. **To lay out a descriptive narrative.**
19. Some people seem to think that sports and ..... are unimportant things.  
a. **games'**                      b. **game's**                      c. **games**                      d. **games,**

20. The introduction paragraph includes .....
- a thesis statement and hook
  - short description
  - in depth detail
  - None
21. Where should the thesis statement be restated?
- In the introduction
  - In the conclusion.
  - In the body paragraphs.
  - After conclusion.
22. Which of these is not a type of essay?
- A narrative essay
  - A descriptive essay
  - An argumentative essay
  - A personal essay
23. Which of these essays tells a story?
- Narrative essays
  - Descriptive essays
  - Reflective essays
  - Argumentative essays
24. A full stop is a dot at the end of a sentence to .....
- refer to a previous sentence
  - make the sentence complete
  - lead to the coming sentence
  - explain the next sentence
25. Which sentence is correct?
- Most people disapprove of such violent tactics.
  - most people disapprove of such violent tactics.
  - Most people disapprove of such violent tactics,
  - most people disapprove of such violent tactics,
26. Which of the following could be a concluding sentence in an essay about (Co-education)?
- Co-education refers to education for both boys as well as girls.
  - Students also develop mutual respect and self-esteem in these schools.
  - Co-education is an excellent system that helps students in almost all spheres of life.
  - Another disadvantage often noticed in co-educational institutions is sexual harassment caused by students.
27. We use the system of punctuation in ..... language.
- spoken
  - formal
  - informal
  - written
28. The symbols used for punctuation are called punctuation .....
- questions
  - signs
  - marks
  - grades
29. Which sentence is correct?
- i adore chocolate.
  - me adore chocolate.
  - I adore chocolate.
  - Me adore chocolate.
30. Which sentence is correct?
- This service deals with 100' of queries a month.
  - This service deals with 100's of queries a month.
  - This service deals with 100s' of queries a month.
  - This service deals with 100's of queries, a month.



## Writing Skills

31. Which sentence is correct?
- a. **While I was going to school it rained.**
  - b. **While I was going to school. It rained.**
  - c. **While I was going to school, it rained,**
  - d. **While I was going to school, it rained.**
32. Which sentence is correct?
- a. **January 25 2011 was the day on which the glorious revolution started.**
  - b. **January 25 2011, was the day on which the glorious revolution started.**
  - c. **January 25 2011. was the day on which the glorious revolution started.**
  - d. **January 25, 2011, was the day on which the glorious revolution started.**
33. Which sentence is correct?
- a. **– What is the time? – It’s 3:40.**
  - b. **– What is the time? – It’s 3.40.**
  - c. **– What is the time? – It’s 3;40.**
  - d. **– What is the time? – It’s 3-40.**
34. The ..... is in London.
- a. **river Thames**
  - b. **River Thames**
  - c. **river thames**
  - d. **River thames**
35. He loves tennis ..... his sister loves football.
- a. **,**
  - b. **;**
  - c. **.**
  - d. **!**
36. Which of the following sentences has the correct punctuation?
- a. **I love football my brother loves tennis.**
  - b. **I love football, my brother loves tennis.**
  - c. **I love football; my brother loves tennis.**
  - d. **I love football: my brother loves tennis.**
37. Which sentence is correct?
- a. **She said, “I won’t come”.**
  - b. **She said; “I won’t come”.**
  - c. **She said: “I won’t come”.**
  - d. **She said “I won’t come”.**
38. Paragraph ..... is achieved when sentences are ordered in a logical manner.
- a. **coherence**
  - b. **competition**
  - c. **transition**
  - d. **union**
39. Choose the best topic sentence:
- ..... I usually go skiing every weekend in the winter even though it is expensive. I love the feeling of flying down a mountain. The views are beautiful from the top of a mountain and along the trails. Even the danger of falling and getting hurt can’t keep me away from the slopes on a winter day.
- a. **Skiing is dangerous**
  - b. **Skiing is expensive**
  - c. **Skiing is my favourite sport**
  - d. **Skiing is international**
40. What is an essay?
- a. **A series of paragraphs about one main idea.**
  - b. **A series of sentences about one main idea.**
  - c. **A series of sentences expressing opinions.**
  - d. **A series of ideas written in only six sentences.**

41. She asked me where the train station was .....  
 a. ?                                      b. .                                      c. !                                      d. ,
42. Which sentence is correct?  
 a. **My brother speaks English and German well.**  
 b. **My brother speaks english and German well.**  
 c. **My brother speaks English and german well.**  
 d. **My brother speaks English and German, well.**
43. Which sentence is correct?  
 a. **She is a booster of the local girls' club.**                      b. **She is a booster of the local girls', club.**  
 c. **She is a booster of the local girls: club.**                      d. **She is a booster of the local girls, club.**
44. Which sentence is correct?  
 a. **Ali says, "I'm reading a novel now".**                      b. **Ali says "I'm reading a novel now".**  
 c. **Ali says; "I'm reading a novel now".**                      d. **Ali says. "I'm reading a novel now".**
45. Which sentence is correct?  
 a. **I don't eat much yet I am a size 16.**                      b. **I don't eat much, yet I am a size 16.**  
 c. **I don't eat much. yet I am a size 16.**                      d. **I don't eat much yet I am a size 16,**
46. Which of the following could be used as a topic sentence in an essay about (overpopulation)?  
 a. **It has many causes which range from a decline in the death rate to early marriages and more.**  
 b. **The ill-effects of overpopulation are quite severe.**  
 c. **There are many solutions which we may take up to prevent overpopulation.**  
 d. **Overpopulation refers to an undesirable condition in which the number of existing human being exceeds the actual carrying capacity of the earth.**
47. Which sentence is correct?  
 a. **When father came home. we were playing.**  
 b. **When father came home; we were playing.**  
 c. **When father came home. We were playing.**  
 d. **When father came home, we were playing.**
48. Which sentence is correct?  
 a. **I think she is dishonest, not stupid.**                      b. **I think she is dishonest. not stupid.**  
 c. **I think she is dishonest: not stupid.**                      d. **I think she is dishonest' not stupid.**
49. Which sentence is correct?  
 a. **Messi who is the best player in the world, is loved by millions of people.**  
 b. **Messi, who is the best player in the world, is loved by millions of people.**  
 c. **Messi who is the best player in the world is loved by millions of people.**  
 d. **Messi. who is the best player in the world, is loved by millions of people.**
50. Which sentence is correct?  
 a. **Don't do that again.**    b. **Don,t do that again.**  
 c. **Don't do that again?**    d. **Don't do that again,**

## Writing Skills

51. My father loves scuba ..... diving.  
a. -                                  b. ,                                  c. ;                                  d. :
52. Which sentence is correct?  
a. "I hate horror movies", said Mona.                                  b. "I hate horror movies:, said Mona.  
c. "I hate horror movies", said Mona.                                  d. I hate horror movies, said Mona.
53. Which sentence is correct?  
a. Wait 30 to 60 minutes however long it takes.  
b. Wait 30 to 60 minutes or however long it takes.  
c. Wait 30 to 60 minutes or however long does it take.  
d. Wait 30 to 60 minutes however long does it take.
54. To indicate a question, we use a question .....  
a. mark                                  b. word                                  c. tag                                  d. sign
55. Which sentence mustn't be ended with a period?  
a. What happened hadn't been expected                                  b. What a fantastic view  
c. I want to know why she is late                                  d. Why she is still single is unknown
56. Which is correct?  
a. Looking out of the window, I saw them in the garden.  
b. Looking out of the window. I saw them in the garden.  
c. Looking out of the window; I saw them in the garden.  
d. Looking out of the window! I saw them in the garden.
57. A/An ..... paragraph tells a story.  
a. narrative                                  b. expository                                  c. descriptive                                  d. argumentative
58. What is a topic sentence?  
a. A sentence that expresses the main idea.                                  b. A sentence that concludes a paragraph.  
c. An example that gives more details.                                  d. A sentence that expresses opinion.
59. The middle paragraphs of an essay are called .....  
a. topic paragraphs                                  b. body paragraphs                                  c. introductions                                  d. conclusions
60. Which word in the following sentence is an adjective "I had my old computer replaced."  
a. computer                                  b. had                                  c. old                                  d. replaced
61. We use "Hi" in a/an ..... email.  
a. formal                                  b. informal                                  c. spoken                                  d. written
62. Adverbs describe .....  
a. names                                  b. nouns                                  c. verbs                                  d. prepositions
63. I looked for Ola ..... s book everywhere.  
a. "                                  b. '                                  c. ,                                  d. ;
64. I don't want to go there, ....., I have no time to do so.  
a. however                                  b. more                                  c. moreover                                  d. as well

65. Which sentence is correct?
- Everyone depends on technology in facilitating his life.
  - Everyone depends on technology in facilitating her life.
  - Everyone depends on technology in facilitating their life.
  - Everyone depend on technology in facilitating their life.
66. A writer convinces readers to think as he does in a/an ..... text.
- persuasive
  - email
  - argumentative
  - descriptive
67. Which of the following sentences is complete?
- He is wise that honest
  - He is wise honest
  - He is wise that is honest
  - He honest wise that
68. Which sentence is correct?
- He is taller then me.
  - He is taller than I am.
  - He is taller than me am.
  - He is taller then I am.
69. Don't trust her. She is ..... intelligent ..... conscientious.
- neither/nor
  - both/and
  - either/or
  - not/but
70. Which would be the best topic sentence for this set of sentences?
- Fast food can be bad for your health.
  - Cheeseburgers have over 300 calories.
  - Most fast food has too much fat or sugar.
  - Fast food is often made with grease.
71. Select the supporting detail that doesn't fit.  
Topic Sentence: Reading class is really interesting.
- We learn interesting facts from the things we read.
  - Our teacher gives us new ways to look at things.
  - It's my least favorite class.
  - Sometimes we do dramatic readings of the text that are super engaging.
72. The older he grew, the more forgetful he became.
- He grew older when he became more forgetful.
  - He became more forgetful and older.
  - As he grew older, he became more and more forgetful.
  - He grew older and more and more forgetful.
73. Select the best topic sentence for the paragraph.  
..... When you bake cookies, you first have to make sure you have all the ingredients. Then you have to mix them together. Finally, you have to put them in the oven.
- Baking cookies is really easy to do.
  - My grandma has the best cookies recipe.
  - There are a few steps you must follow when making cookies.
  - Cookies are easier to make than cake.
74. .... are a collection of one's thoughts.
- Narrative essays
  - Expository essays
  - Reflective essays
  - Argumentative essays

## Writing Skills

75. Which of these explains a subject?
- a. **Narrative essays**
  - b. **Expository essays**
  - c. **Reflective essays**
  - d. **Argumentative essays**
76. Which of the following is an example of argumentative essays?
- a. **A football match**
  - b. **Pleasures of book reading**
  - c. **Global warming**
  - d. **Is fashion really important?**
77. An example of expository essay is .....
- a. **Free education for all**
  - b. **A football match**
  - c. **Pleasures of book reading**
  - d. **Global warming**
78. Which of these is not a characteristic of a good essay?
- a. **Brevity**
  - b. **Dignified style**
  - c. **Fakeness**
  - d. **Personal touch**
79. Which of these should be avoided in a good essay?
- a. **Slang**
  - b. **Dignified words**
  - c. **Brevity**
  - d. **Unity**
80. In which of these essays, the writer arrives at a conclusion by logical reasoning?
- a. **Narrative essays**
  - b. **Descriptive essays**
  - c. **Reflective essays**
  - d. **Argumentative essays**
81. Which kind of essay uses the five senses (touch, smell, taste, sound, sight) to enhance the imagery of the setting?
- a. **Narrative essays**
  - b. **Descriptive essays**
  - c. **Expository essays**
  - d. **Argumentative essays**
82. An essay is .....
- a. **a song with a story**
  - b. **a poem that has many stanzas**
  - c. **a type of writing that has organized paragraphs**
  - d. **a type of writing that requires research**
83. The introductory paragraph of an essay requires .....
- a. **The topic, thesis, and main ideas**
  - b. **The topic, thesis, and supporting details**
  - c. **The reason for the essay, the topic, and thesis**
  - d. **a and b**
84. Essays are .....
- a. **easier to write because you can put your opinion**
  - b. **harder to write because they require a lot of research**
  - c. **flexible because you can use a narrative style or structured paragraphs**
  - d. **a and c**
85. When writing the main idea paragraphs, .....
- a. **include the thesis to remind the reader**
  - b. **include supporting details with examples and specific details**
  - c. **make sure the supporting details are not shown through the main idea**
  - d. **use opinion to show why your thesis is right**

86. The conclusion of an essay should .....
- include last minute ideas and thoughts for the future
  - have a restatement of the thesis and thoughts for the future
  - be a recap of the whole essay
  - be only two sentences
87. What is the first component of an essay introduction?
- Background
  - Thesis
  - Hook
  - Topic Sentence
88. Where should you share the thesis (claim) for the first time in an essay?
- At the beginning of the essay
  - At the end of the introduction
  - In your first body paragraph
  - In your conclusion
89. What is the purpose of topic sentences (located in body paragraphs)?
- to tell what the essay is about
  - to tell what the paragraph is about
  - to ask important questions of the reader
  - to make the author sound smart
90. Which of the following is necessary and expected in each body paragraph of an academic essay?
- rephrased thesis
  - a concluding sentence
  - evidence
  - first person pronouns
91. We should use an apostrophe for .....
- contraction
  - dependence
  - deletion
  - reference
92. A/An ..... mark is used in written language to express strong feelings.
- exclamation
  - question
  - full
  - quotation
93. For ..... interest, we have to cancel the scheme.
- everybody
  - everybody's
  - everybody's'
  - everybody's
94. What are supporting sentences?
- Details that support the main idea.
  - Conclusions that end a paragraph.
  - Paragraphs that list elements.
  - Paragraphs that explain points.
95. What is the first sentence of an introductory paragraph called?
- Detail
  - Conclusion
  - Thesis
  - Summary
96. .... love of chocolate is a habit that can't be left easily is a known fact.
- There is the
  - The
  - That the
  - It is
97. Select the best topic sentence for the paragraph.
- ..... Johnny has to spend twice as long on his math homework. Sometime he gets the numbers mixed up, and he can't remember the formulas. He has to study and practice a lot to get good grades in math.
- Johnny has a difficult time in school.
  - Math is Johnny's most difficult class.
  - Reading is Johnny's favorite subject.
  - Math is the worst subject ever.

## Writing Skills

98. You won't move that stone, ..... strong you are.  
a. **whatever**                      b. **though**                      c. **but**                      d. **however**
99. "She ran **and** caught the bus." "**And**" is a/an .....  
a. **preposition**                      b. **conjunction**                      c. **adverb**                      d. **adjective**
100. An essay consists of a group of .....  
a. **sentences**                      b. **paragraphs**                      c. **introductions**                      d. **conclusions**
101. What are the two paragraphs where you should put your thesis?  
a. **Introduction and Body Paragraph 1**                      b. **Introduction and Conclusion**  
c. **Body Paragraph 1 & 2**                      d. **You only need to state it once**
102. Typically, what should you do in your conclusion after you restate the thesis?  
a. **Summarize every detail of your whole essay**                      b. **Summarize your major points**  
c. **Demand the reader agree with you**                      d. **Leave your reader thinking**
103. "I look to a day when people will not be judged by the color of their skin, but by the content of their character" (King). The previous statement is an example of which type of evidence?  
a. **paraphrase**                      b. **direct quote**                      c. **summary**                      d. **hook**
104. One day, judging people on their looks will not be tolerated; rather, opinions will be based solely on people's actions (King). The previous statement is an example of which type of evidence?  
a. **paraphrase**                      b. **direct quote**                      c. **summary**                      d. **quote**
105. A person's race should not matter (King). The previous statement is an example of which type of evidence?  
a. **paraphrase**                      b. **direct quote**                      c. **summary**                      d. **demand**
106. - What type of ending should an essay conclusion have?  
- It should leave the reader thinking about .....  
a. **how s/he will never get that time back**  
b. **how to make bank by publishing**  
c. **how the topic applies to him/her, and/or future possibilities**  
d. **what a genius the writer is**
107. The title of an essay should .....  
a. **be underlined**                      b. **have quotation marks**  
c. **end with a period**                      d. **none of these**
108. The first sentence in an essay MUST .....  
a. **get readers interested**                      b. **state your point of view**  
c. **provide background**                      d. **all of these**
109. A topic sentence (the first sentence in a paragraph) should .....  
a. **state a fact**                      b. **provide interesting detail**  
c. **predict what the paragraph is about**                      d. **support the details**



110. Suppose you were writing an essay about your job last summer. Which sentence would work best for the beginning of your essay?
- Most people have held at least one job.**
  - I had the perfect job last summer.**
  - It was June 8, and I had almost given up hope of finding a good summer job.**
  - My job as a resort swim instructor paid well.**
111. Which is the best **thesis statement** (main point) for the essay about your summer job?
- Most people have held at least one job.**
  - I had the perfect job last summer.**
  - It was June 8, and I had almost given up hope of finding a good summer job.**
  - My job as a resort swim instructor paid well.**
112. Which is the best **topic sentence** (first sentence in a paragraph)?
- Most people have held at least one job.**
  - I had the perfect job last summer.**
  - It was June 8, and I had almost given up hope of finding a good summer job.**
  - My job as a resort swim instructor paid well.**
113. .... are used to separate short clauses of compound sentences.
- Semicolons**
  - Commas**
  - Colons**
  - Periods**
114. .... are kinds of punctuation marks.
- Full stops**
  - Currency symbols**
  - Minus signs**
  - Comas**
115. The most **general** sentence in an essay should be the.....
- thesis**
  - topic sentence**
  - conclusion**
  - climax**
116. Effective transitions include .....
- Most important**
  - Finally**
  - Last but not least**
  - a, b, and c**
117. Clean your hands .....
- ;**
  - .**
  - :**
  - ?**
118. Suppose you were writing a **paragraph** about why you liked your job last summer. Which sentence would appear **first** in your paragraph?
- I made so much money that I was able to pay off my car loan.**
  - The pay was much better than I expected.**
  - In addition to my salary, I often received tips from grateful parents.**
  - My boss encouraged me to work extra hours evenings and weekends.**
119. Suppose you were writing a **paragraph** about making a lot of money at your job last summer. Which sentence should appear **last** in your paragraph?
- I made so much money that I was able to pay off my car loan.**
  - The pay was much better than I expected.**
  - In addition to my salary, I often received tips from grateful parents.**
  - My boss encouraged me to work extra hours evenings and weekends.**

## Writing Skills

120. We use periods at the end of .....
- questions
  - statements
  - exclamations
  - questionnaires
121. Which sentence is correct?
- The film has won favour with all young and old.
  - The film has won favour with each young and old.
  - The film has won favour with both young and old.
  - The film has won favour with young and both old.
122. Which sentence is correct?
- My friends and I love water sports.
  - I and my friends love water sports.
  - My friends and I love water sports:
  - I and my friends love water sports:
123. Which sentence is correct?
- my sister is a doctor. She loves her job.
  - My sister is a doctor, She loves her job.
  - My sister is a doctor. She loves her job.
  - My sister is a doctor. She loves her job,
124. Wow ..... You are amazing.
- !
  - ,
  - :
  - ?
125. Which sentence is correct?
- She's famous. isn't she?
  - She's famous? isn't she?
  - She's famous, isn't she?
  - She's famous isn't she?
126. Which sentence is correct?
- I love the following fruits. mangoes, bananas, figs and watermelons.
  - I love the following fruits, mangoes, bananas, figs and watermelons.
  - I love the following fruits; mangoes, bananas, figs and watermelons.
  - I love the following fruits: mangoes, bananas, figs and watermelons.
127. Where will you spend your next summer holiday .....
- ?
  - !
  - .
  - :
128. She said YES ..... but I said NO.
- Colon
  - Comma
  - Period
  - Semicolon
129. Which request is correctly punctuated?
- Could you lend me some money, please?
  - Could you, lend me some money please?
  - Could you lend me some money please,?
  - Could you lend me some money. Please?
130. Select the supporting detail that doesn't fit.  
Topic Sentence: **My dog is afraid of everything.**
- She hides under blankets when you turn the microwave on.
  - She sleeps all day long.
  - She runs away when you vacuum.
  - She jumps every time the doorbell rings.

131. A paragraph is a series of sentences that explain .....
- three subjects
  - a specific subject
  - several subjects
  - five subjects
132. A hook should .....
- make the reader certain
  - grab the reader's attention
  - give the reader a warning
  - give the reader a summary
133. Which of the following sentences is right?
- When you find one like that, give him a copy of the book,
  - When you find one like that, give him a copy of the book?
  - When you find one like that, give him a copy of the book:
  - When you find one like that, give him a copy of the book.
134. Which of the following transition words presents a similarity between the subjects?
- Yet
  - Therefore
  - So
  - Moreover
135. A ..... is the main idea of a text.
- summary
  - topic
  - plot
  - theme
136. "He took my car and gave me his." "His" is a/an .....
- possessive adjective
  - noun
  - possessive pronoun
  - adverb
137. Which of the following is perfectly punctuated?
- I read Black Beauty, Ali read Journey to the Centre of the Earth.
  - I read Black Beauty; Ali read Journey to the Centre of the Earth.
  - I read Black Beauty: Ali read Journey to the Centre of the Earth.
  - I read Black Beauty Ali read Journey to the Centre of the Earth.
138. Which would be the best topic sentence for this set of sentences?
- Its surface temperature is 191-c.
  - It has eleven moons.
  - Saturn is a fascinating planet.
  - It has a large ring.
139. Select the supporting detail that doesn't fit.  
Topic Sentence: **Doing your homework has many benefits.**
- Doing your homework helps you remember the material better.
  - Those who complete their homework often do better on the test.
  - When you have done your homework, it makes it easier to participate in class.
  - Homework takes up your precious after-school time.
140. The function of a colon is to .....
- indicate the beginning of a new sentence
  - indicate that commas are not useful
  - indicate a series of options
  - indicate that a list has just ended.

## Writing Skills

141. Choose the sentence that would be the best topic sentence for the paragraph.  
We love to play the same sports. We love to play video games and watch movies. We both can hardly wait for pizza every Friday night. It's great to have a brother who is just like me.
- My big brother and I are best friends.**
  - My big brother and I are four years apart.**
  - My big brother is the oldest of my four brothers.**
  - My big brother is a firefighter.**
142. When we paraphrase, .....
- we copy someone's words exactly. We do not change any words in his/her sentences.**
  - we change the meaning of someone's words to a new meaning.**
  - we change someone's words and/or sentence structure into our own words, but we keep his/her meaning.**
  - we create our own new story.**
143. Choose the appropriate sentence from the given options to complete the short paragraph of three sentences.
- A. Games and sports play a very important part in our life.  
B. ....  
C. Also, they provide a pleasant diversion.
- Playing games makes us refreshed and recharged.**
  - Games and sports provide a good training for the game of life.**
  - They make us healthy both physically and mentally.**
  - A person who does not take part in games and sports is a great loser.**
144. Choose the Best Sentence:  
..... A lot of students speak Spanish. Some students speak French and Arabic. Other speak Burmese, Karen, Mon, and other ethnic Burmese languages. If you come into an ENL classroom, you might think you are at the United Nations.
- Some ENL students speak Swahili.**
  - English is a difficult language to learn.**
  - Some ENL students take French at North Side.**
  - ENL students speak many different languages.**
145. "Noise in simple terms is called unwanted sound." Choose a supporting sentence.
- The normal sound a human ear can perceive is generally 1 Decibel (dB).**
  - Noise Pollution can occur as a result of numerous causes.**
  - Anything that is uncomfortable to hear or causes unpleasant sensations is noise.**
  - Primarily there are two main reasons for Sound Pollution that can occur.**
146. Which sentence is correct?
- She was born in October.**
  - She was born in october.**
  - She was born in October,**
  - She was born in October?**

147. Caffeine is a natural ingredient in coffee, cocoa, tea, and chocolate, and is added to some prescription and non-prescription drugs. Despite being "natural," caffeine is also a powerful drug which greatly affects the body. In healthy, rested people, a dose of 100 milligrams (about one cup of coffee) increases alertness, banishes drowsiness, quickens reaction time, it enhances intellectual and muscular effort, and increases heart and respiratory rates. Drinking one to two cups of coffee an hour before exercise encourages the body to preserve glycogen and burn fat -----something that results in greater endurance. In addition, caffeine masks fatigue. In doses above 300 milligrams, caffeine can produce sleeplessness, nervousness, irritability, headaches, heart palpitations, and muscle twitches. Caffeine is also habit-forming, and those who try to suddenly stop after heavy use may experience such withdrawal symptoms as headaches, lethargy, irritability, and difficulty in concentrating.

- The main idea of this passage is that caffeine .....

- a. is a powerful drug that affects the body in numerous ways.
- b. is good to drink before working out.
- c. is linked to various health concerns.
- d. is a strong drug that only enhances the body when used.

148. Though fun to watch, chimpanzees should not be kept as pets. They are dangerously stronger than any NFL lineman. Adult chimps weigh only 100 to 160 pounds, but have been measured pulling six to nine times their own weight-----with one hand. Thus, to match the strength of an average chimp, a human being would have to be able to register a two-handed pull of about a ton it takes a very strong man to pull a quarter of that. Combined with this strength is the fact that a chimp is capable of losing its temper -----for reasons known only to the chimp. Chimps signal their feelings with subtle cues of behavior that aren't apparent to most humans. It is quite possible for a chimp to be on the verge of violence while its owner sits unaware or even unknowingly continuous to provoke. Furthermore, it's not wise to keep a cute young chimp and release it into the wild when it becomes dangerous. Wild-raised chimps will routinely gang up on and kill those raised in captivity.

- The main idea of this passage is that .....

- a. chimpanzees are not as reliable as dogs.
- b. chimpanzees should not be kept as pets for a variety of reasons.
- c. keeping chimpanzees as pets and then releasing them into the wild is a danger to the pet chimpanzee.
- d. no man is as strong as a chimpanzee.

149. Which sentence is correct?

- a. Students who study hard get the full marks.
- b. Students, who study hard, get the full marks.
- c. Students study hard get the full marks.
- d. Students who study hard, get the full marks.

## Writing Skills

150. Human beings have always polluted their environment, but in the past it was easier for them to move on and live somewhere else. They knew that given time, the environment would take care of pollution they left behind and they relied on the "out of sight, out of mind" philosophy. Today, an increasing human population, which uses an increasing amount of energy sources, no longer has the luxury to ignore pollution. The human population is approximately 7 billion. Our overall energy consumption has gone up by a hundredfold from 2,000 per/person/day to 230,000 per/person/day in modern industrial nations like the United States. This high energy consumption allows us to mass produce many useful and economically affordable organic products that pollute the atmosphere and groundwater damage forests and lakes causing global warming, and even deplete the ozone layer.
- The main idea of this passage is that .....
- pollution is difficult on the environment regardless of your location.**
  - due to growth in the human population, humans can no longer ignore pollution.**
  - pollution is destroying our environment.**
  - modern nations like the United States should find ways to reduce the rapid growth of their populations.**
151. Every year, 100 million holiday-makers go to the Mediterranean. With one-third of the world's tourist trade, it is the most popular of all the holiday areas: yet, it is also the most polluted. ....
- Therefore, the tourist industry here is in great danger.**
  - Several European countries have changed their economic policies.**
  - The housing problem has increased over the years.**
  - The average tourist prefers guest houses to hotels.**
152. Which sentence is correct?
- There are two c's in the word "circle".**
  - There are two cs in the word "circle".**
  - There are two cs' in the word "circle".**
  - There are two cc's in the word "circle".**
153. Which sentence is correct?
- Unless you run fast, you'll miss the train.**
  - Unless you run fast: you'll miss the train.**
  - Unless you run fast, you,ll miss the train.**
  - Unless you run fast; you,ll miss the train.**
154. Which sentence is correct?
- I found the lost pen, it was broken.**
  - I found the lost pen. it was broken.**
  - I found the lost pen it was broken.**
  - I found the lost pen; it was broken.**
155. When do you think they will come back .....
- ?**
  - :**
  - ;**
  - !**
156. Supporting sentences are used after the .....
- topic sentence**
  - conclusion sentence**
  - last sentence**
  - conclusion**



157. Which of the following sentences is correct?
- Salwa and Samia, who have always got on well, are now like enemies.
  - Salwa and Samia who have always got on well are now like enemies.
  - Salwa and Samia who have always got on well, are now like enemies.
  - Salwa and Samia, who have always got on well are now like enemies.
158. .... I didn't do my homework, .... said Ahmed to the teacher.
- .....
  - "...."
  - '.....'
  - (.....)
159. Which sentence has the correct punctuation?
- My wife would like tea, I would prefer coffee.
  - My wife would like tea; I would prefer coffee.
  - My wife would like tea, I would prefer coffee.
  - My wife would like tea I would prefer coffee.
160. Choose TWO supporting sentences for this topic sentence:  
Students need to learn good ways to study.
- Sometimes doing homework in a group can be helpful.
  - Making friends is important to happiness and success.
  - Many high-paying jobs require a college degree.
  - Studying instead of sleeping doesn't help learning or test scores.
161. When people are ill, they frequently seek medical help. ....  
When they feel they are not well, they either go to a quiet place and rest or look for the kind of herbs and plants they feel will do them good.
- The majority of medicines are not very expensive.
  - Animals, on the other hand, are their own doctors.
  - Unfortunately, it is children who suffer most in this respect.
  - In the case of animals, medical care is even more essential.
162. A well written essay should be unified; ..... . The first requirement for unity is that the main idea should be clear. The second requirement is that there are no unrelated parts.
- the selection of an interesting subject is therefore of vital importance.
  - even so, essays may vary considerably in length.
  - that is, everything in it should be related to the main idea.
  - in fact most essays are carefully planned.
163. There is something more in bringing up children than feeding them well, housing them healthily and washing them regularly. The emotional development of children depends greatly on the actions of their parents. .... . The adult may need social security but for the child, family security is of even greater importance.
- Every child imitates his parents.
  - Children need the security of a peaceful family life.
  - Friendship is not an important factor in a child's life.
  - Family life has little effect on a child's social development



## Writing Skills

164. Getting through a day without being touched by the press would be difficult. We have daily morning and evening newspapers and weekly news magazines. ....  
What we eat, what we buy, what we do, what we think is influenced by the press.
- The power of the press upon us is really enormous.**
  - One should not start the day without reading a newspaper.**
  - Newspaper sales are less than magazine sales.**
  - The effect of the press on the public is not so important as some**
165. .... are used to express proportions.
- Commas**
  - Hyphens**
  - Colons**
  - Semicolons**
166. A green leaf is a factory in which a plant manufactures its own food. .... In this case the raw materials are water and carbon dioxide, which is obtained from the air. The sun provides the energy.
- As in all factories, raw materials and energy are essential.**
  - This process is called photosynthesis.**
  - That is why some leaves are broader than others.**
  - Plants take in carbon dioxide and give off oxygen.**
167. Man has been polluting the Earth from the time he lit his first fire and washed his clothes in the river. .... This is no longer true. The increase in population and the spread of industry has changed all this.
- Now motorways and super highways have reduced the amount of good farming land.**
  - At first, the Earth could handle this problem because there was plenty of space, fresh air and water.**
  - Crops have to be treated with chemicals and these are often poisonous.**
  - In large cities, cars are responsible for about 80 per cent of the air pollution**
168. Choose the correct concluding sentence from the choices given below:  
Happiness and lifestyle go together. Some people constantly complain about petty things. They hunger after luxuries which they cannot afford. They become frustrated and sick. Whereas some others take things easy and keep themselves happy, cool and poised. In other words, happiness can be experienced by cultivating healthy thinking.
- Happy are those who take life easy.**
  - It is always advisable to make a habit experiencing happiness naturally.**
  - Happy are those who don't take life easy.**
  - It is inadvisable to make a habit experiencing happiness naturally.**
169. We use .... between sentences that are grammatically independent.
- commas**
  - apostrophes**
  - colons**
  - hyphens**
170. The teacher asked us to bring the following materials ..... paper, glue and colours.
- /**
  - :**
  - ;**
  - ,**

171. We cannot put ..... at the end of a sentence.  
 a. **exclamation marks**    b. **colons**    c. **full stops**    d. **question marks**
172. Choose the correct concluding sentence from the choices given below:  
 Old age, the last stage of life, is solid and at the same time fragile. It is solid because the old people carry a treasure of knowledge and experience. They are firm in their ideas and opinions. It is fragile because of the declining physical capacities. Typically, the old people are more affected by a feeling of being old than being physically old.  
 a. **The old people need our attention, love and care.**  
 b. **The old people demand protection.**  
 c. **The old people dispense with our attention, love and care.**  
 d. **The old people need no protection.**
173. Identify the topic sentence in the following paragraphs:  
 A rose is a beautiful flower. It blooms in many colours and its petals are very soft. It smells sweet and fills your room with fragrance. It has a beauty so dear to my heart.  
 a. **It has a beauty so dear to my heart.**  
 b. **A rose is a beautiful flower.**  
 c. **It blooms in many colours and its petals are very soft.**  
 d. **It smells sweet and fills your room with fragrance.**
174. A paragraph usually covers ..... topic(s).  
 a. **three**    b. **one**    c. **four**    d. **two**
175. Identify the topic sentence in the following paragraphs:  
 Books are good friends. They are rich in knowledge. They are open to all and easy to carry. They give good company and keep us warm.  
 a. **They are rich in knowledge.**  
 b. **Books are good friends.**  
 a. **They are open to all and easy to carry.**  
 b. **They give good company and keep us warm.**
176. The sky is blue and beautiful. It has shades of blue and moving clouds. It speaks in silence and is quite endless. It is a gift of nature high above.  
 - All of the following are supporting sentences except .....  
 a. **The sky is blue and beautiful.**  
 b. **It has shades of blue and moving clouds.**  
 c. **It speaks in silence and is quite endless.**  
 d. **It is a gift of nature high above.**
177. To make your conclusion more interesting and original, you could close with .....  
 a. **examples, statistics, anecdotes, expert opinions.**  
 b. **examples, personifications, quotes.**  
 c. **predictions, suggestions, calls to action, quotations.**  
 d. **quotations, questions, provocative statements.**

## Writing Skills

178. I love my family. My family is warm and friendly. The members of my family shower love and care on me. I am lucky to be a part of my family.

- All of the following are supporting sentences except .....

- a. My family is warm and friendly.
- b. The members of my family shower love and care on me.
- c. I love my family.
- d. I am lucky to be a part of my family.

179. Identify the appropriate topic sentence for the following paragraph from the alternatives ..... They are known for their compact size and portability. Desktop computers give us access to information and laptops help us carry this facility everywhere to our advantage. Laptops support most of the features that are normally required for information processing. They, thus, help us handle information efficiently. They are just right to place on the lap and work comfortably. Laptops are a very useful invention of the computer age.

- a. Laptops are very favourable to those who are going on the move.
- b. Laptops are very helpful to those who work while they travel.
- c. Laptops are very profitable to those who are operating on the move.
- d. Laptops are helpful to children who learn at home.

180. Coherence is achieved when clear ..... link sentences.

- a. transitions
- b. tutors
- c. traditions
- d. tutorials

181. Identify the appropriate concluding sentence of the following paragraph from the alternatives given below:

Fruits and vegetables are recommended as a part of our diet. They protect and improve our energy levels. They provide minerals, fibre and are fat-free. They act as antioxidants and keep us healthy. Some fruits and vegetables control cholesterol levels and lower the risk of heart disease.

- a. Fruits and vegetables, therefore, are not a basic part of healthy diet.
- b. Fruits and vegetables may be an elemental part of healthy diet.
- c. Fruits and vegetables, therefore, are an integral part of healthy diet.
- d. Fruits and vegetables may be an interesting part of healthy diet.

182. Identify the topic sentence in the following paragraphs:

Electricity must be saved. Once lost, it can never be regained. Electricity is what makes refrigerators, computers and TVs run. It is a marvelous invention of mankind. It needs to be saved as it is essential to modern living.

- a. Electricity must be saved.
- b. Computers and TVs are run by electricity.
- c. Once lost, it can never be regained.
- d. It is a marvelous invention of mankind.

183. Which sentence is correct?
- You think they have done that, have they?**
  - You think they have done that, haven't they?**
  - You think they have done that, do you?**
  - You think they have done that, don't you?**
184. Select the best version of the underlined part of the sentence. The last choice is the same as the original sentence. If you think the original sentence is best, choose the last answer.  
**While speed is a measure of how fast an object is moving, velocity measures how fast an object is moving and also indicates in what direction it is traveling.**
- and only indicated in what direction**
  - and only indicates in which direction**
  - and also indicate in which directions**
  - and also indicates in what direction**
185. Select the best version of the underlined part of the sentence. The first choice is the same as the original sentence. If you think the original sentence is best, choose the first answer.  
**Many companies are now using social networking sites like Facebook and MySpace to market there service and product.**
- to market there service and product**
  - and market their service and products**
  - which market their services and products**
  - to market their services and products**
186. What is this an example of?  
**95% of pupils feel that there is too much homework.**
- Exaggeration**
  - Facts and Statistics**
  - Emotive Language**
  - Repetition**
187. Adam : Jane, I'll join speech contest in Bandung next week.  
 Jane : Congratulations! .....  
 Adam : Thanks.
- The best answer that uses correct grammar and punctuation is .....
- I hope you'll be the winner.**
  - I hope, you'll win the contest.**
  - I hope you'll become the champion,**
  - I hope you'll become, the champion.**
188. The last paragraph of an essay is called a/an .....
- body**
  - thesis**
  - conclusion**
  - introduction**
189. You should include ..... throughout your essay.
- conclusions**
  - theses**
  - transitions**
  - introductions**
190. What is the **best** revision for this sentence: (The boys is coming home.)
- Change is to are**
  - Capitalize the 'b' in boys**
  - Replace the period with an exclamation mark**
  - Replace the pronoun boys with its antecedent**
191. The topic sentence of a paragraph should be ..... enough to explicate the topic.
- narrow**
  - bold**
  - broad**
  - brief**

## Writing Skills

192. The most common technique used to separate paragraphs in an essay is to add a/an ..... to the first line of each new paragraph.

- a. **space**                      b. **speed**                      c. **index**                      d. **indent**

193. Below is the second paragraph from a five paragraph essay about sloths.

**Read the paragraph and choose the best topic sentence for it.**

..... Sloths have long claws that let them easily grip tree branches and hang upside down. In fact, sloths' claws make walking on the ground very difficult for them, and they're clumsy on land. Sloths can sleep upside-down for up to 18 hours at a time. Algae grows on sloths' fur, which camouflages the sloths and allows them to blend into the trees. Their diets include tree leaves, shoots and fruit.

- a. **Sloths are very humorous creatures.**  
b. **Sloths use camouflage to avoid predators.**  
c. **Sloths are well-suited for their lives in the rainforest trees.**  
d. **Sloths can give birth to their young upside down.**

194. What is a clincher **نقطة حاسمة**?

- a. **It is a powerful way to end your essay and a way to help your reader remember your essay's message.**  
b. **It is an attention-grabbing way to start your essay and get your reader to want to read more of your essay.**  
c. **It is the main idea of your essay.**  
d. **It is the main idea of a body paragraph.**

195. What is the **best** revision for this sentence?

(I love Mr. Jackson's class and I sleep in there too.)

- a. **Change "Mr. Jackson" to "his."**                      b. **Change and to but.**  
c. **Put an exclamation mark behind "too."**                      d. **Replace "love" with "hate."**

196. What is wrong with this appositive phrase?

(The little girl La-a did not know where she was going.)

- a. **Nothing**  
b. **La-a should be at the beginning of the sentence**  
c. **La-a should be separated from the sentence by two commas**  
d. **La-a should be separated from the sentence by one comma**

197. (Let's explore together what it was like to be on the Titanic before it hit the iceberg.)

- a. **Thesis**                      b. **Topic Sentence**                      c. **Fact**                      d. **Hook**

198. (When we discuss the Titanic, you'll discover what it was like to be on the Titanic before it hit the iceberg, what it was like for the passengers after it hit, and how the Carpathia rescued the survivors.)

- a. **Hook**                      b. **Topic sentence**                      c. **Thesis**                      d. **Closing Sentence**

199. (The Titanic consisted over 2,000 people, however only 745 of them were saved.)

- a. **Fact**                      b. **Quote**                      c. **Closing Sentence**                      d. **Hook**

200. A conclusion includes .....
- a description of the topic
  - a summary of the main points
  - an introduction of the main point
  - a hook
201. For example, "The Titanic Sinking" states, "During the four days of this splendid liner, it was all about celebrations and dinners of royal luxury."
- Hook
  - Topic Sentence
  - Fact
  - Quote
202. (Can you imagine being in the middle of the ocean knowing that in just a couple hours your boat would be sinking to the bottom of the ocean and not knowing the future of you and your family?)
- Fact
  - Thesis
  - Topic Sentence
  - Hook
203. Words like "first, next, last, in conclusion" that give order to your paragraph are .....
- transitions
  - topic Sentence
  - elaboration
  - concluding sentences
204. The thesis statement represents the main idea of the .....
- body
  - summary
  - introduction
  - conclusion
205. Which topic sentence DOES NOT belong with the thesis below?  
(The best kind of pet is a cat because they are friendly, low maintenance, and have great personalities.)
- First, cats are affectionate creatures.
  - Next, cats are inexpensive.
  - In addition, it is not hard to take care of a cat.
  - Finally, every cat has a unique personality.
206. .... is like drawing a word map; ideas are arranged in a visual image.
- Brainstorming
  - Clustering
  - Free writing
  - Questioning
207. .... is like free writing except that you create a list of ideas.
- Brainstorming
  - Clustering
  - Free writing
  - Questioning
208. .... is a series of sentences that are about one central idea.
- Paragraph
  - Essay
  - Topic sentence
  - Thesis Statement
209. A closing sentence is the ..... sentence of a paragraph.
- first
  - middle
  - introduction
  - last
210. What is the problem with this thesis statement "I will write about part-time jobs"?
- Broad
  - Narrow
  - Announcement
  - It is correct
211. Body paragraphs are the ..... ones in an essay.
- concluding
  - introductory
  - middle
  - summarized
212. What is the problem with this topic sentence "Working in a restaurant"?
- Invalid Point
  - Vague
  - Announcement
  - Incomplete
213. (Certainly this shows how terrifying it must have been for the people, especially families, after the boat was hit.)
- Fact
  - Topic Sentence
  - Closing sentence
  - Quote



## Writing Skills

214. What is the problem with this topic sentence "Love is important"?
- a. **Vague**                      b. **Broad**                      c. **Invalid point**                      d. **Announcement**
215. Choose the best supporting sentence for the following sentence:
- Family is one of the integral parts of human beings.**
- a. **Family planning is the best solution.**  
b. **Big families are worse while small ones are better.**  
c. **Every human is incomplete without a family.**  
d. **Have a family to be able to solve this.**
216. What is the problem with this topic sentence "My daughter was born on March 2"?
- a. **Narrow**                      b. **Broad**                      c. **Vague**                      d. **Invalid point**
217. A dictionary contains a definition of friendship somewhere in the F's between the words "fear" and "Friday." An encyclopedia supplies interesting facts on friendship. But all the definitions and facts do not convey what friendship is really all about. It cannot be understood through words or exaggerations. The only way to understand friendship is through experience. It is an experience that involves all the senses.
- **What is the hook?**
- a. **A dictionary contains a definition of friendship.**  
b. **A dictionary contains a definition of friendship somewhere in the F's between the words "fear" and "Friday."**  
c. **A dictionary contains a definition of friendship somewhere in the F's between the words "fear" and "Friday." An encyclopedia supplies interesting facts on friendship.**  
d. **This has no hook.**
218. A dictionary contains a definition of friendship somewhere in the F's between the words "fear" and "Friday." An encyclopedia supplies interesting facts on friendship. But all the definitions and facts do not convey what friendship is really all about. It cannot be understood through words or exaggerations. The only way to understand friendship is through experience. It is an experience that involves all the senses.
- **Identify the thesis statement.**
- a. **Facts on friendship.**  
b. **The only way to understand friendship is through experience.**  
c. **Understand friendship through experience that involves all the senses.**  
d. **It cannot be understood through words or exaggerations.**
219. A narrative essay .....
- a. **tells a story**                      b. **tells a description**  
c. **makes argument**                      d. **asks questions**
220. Choose the correct active form of this sentence: "Chocolate is loved by everybody."
- a. **Everybody is loving chocolate.**                      b. **Chocolate loves everybody.**  
c. **Everybody loves chocolate.**                      d. **Everybody is love chocolate.**



**221. What is the topic sentence of the following paragraph?**

Out of all the types of cookies, my favorite is chocolate chip. Chocolate chip cookies are so good fresh out of the oven and with milk. Sure, other cookies are as well, but the gooey chocolate mixed in with the sugar cookie cannot be beat! My grandmother's chocolate chip cookie recipe is what I grew up always eating, and it is to die for! If I am ever asked to choose a dessert or cookie, chocolate chip it is! As you can see, chocolate chip cookies are my favourite.

- a. **Out of all the types of cookies, my favorite is chocolate chip.**
- b. **Chocolate chip cookies are so good fresh out of the oven and with milk.**
- c. **My grandmother's chocolate chip cookie recipe is what I grew up always eating, and it is to die for!**
- d. **As you can see, chocolate chip cookies are my favourite.**

**222. Choose the correct concluding sentence from the choices given below:**

Morning walk is a simple but excellent exercise. It enhances the flow of oxygen in blood and relieves us of a lot of stress. It helps us to get rid of laziness and also induces good sleep in the night. Another additional benefit is that morning walk exposes us to fresh air which keeps us in touch with nature.

- a. **Thus morning walk does a lot of good to us.**
- b. **Morning walk helps relieve stress.**
- c. **Morning walk does no good to us.**
- d. **Morning walk relieves no stress.**

**223. These words are difficult for the reader to understand, ..... them.**

- a. **paraphrase**
- b. **conclude**
- c. **introduce**
- d. **produce**

**224. Choose the correct concluding sentence from the choices given below:**

Play is usually associated with children. Many people consider it to be a waste of time and as something unproductive. In fact, in early years of one's life, play plays an important role in the process of learning. Children should be provided with opportunities to play.

- a. **Children who play grow up to be intelligent.**
- b. **For children play is another way to observe, participate and learn.**
- c. **Children play to grow up to be intelligent.**
- d. **Children play a lot.**

**225. Which of the following transition words presents a difference between the subjects?**

- a. **Moreover**
- b. **Furthermore**
- c. **Additionally**
- d. **However**

**226. Choose the correct passive form of this sentence: "His father didn't send him any money to buy his own car."**

- a. **He wasn't sent any money to buy his own car.**
- b. **Any money didn't send to him to buy his own car.**
- c. **His father wasn't sent him any money to buy his own car.**
- d. **He didn't send any money to his father to buy his own car.**

## Writing Skills

227. Identify the topic sentence in the following paragraphs:

My grandmother is very generous. She always gives me presents. She takes care of the servants. She helps the needy. To me she is a model of generosity.

- a. **My grandmother is very generous.**
- b. **She always gives me presents.**
- c. **She takes care of the servants.**
- d. **To me she is a model of generosity.**

228. You can pay bills over the Internet. ...., you can check your balance or order statements.

- a. **Additionally**
- b. **Because**
- c. **However**
- d. **Therefore**

229. This is most embarrassing. I can't pay the bill for my meal. I'm afraid .....

- a. **I've deserted my wallet at home**
- b. **I've left my wallet at home**
- c. **I've abandoned my wallet at home**
- d. **I've quit my wallet at home**

230. Peter didn't arrive in time to see her. ....

- a. **Peter was so late that I can't see her**
- b. **Peter wasn't too early to see her**
- c. **Peter wasn't early enough to see her**
- d. **Peter wasn't enough early to see her**

231. The cat and dog may kiss, ..... are none the better friends.

- a. **so**
- b. **yet**
- c. **because**
- d. **as**

232. Sarah didn't attend the history lecture, and neither did George.

- a. **Sarah and George didn't go to the history lecture.**
- b. **Did George attend the history lecture with Sarah?**
- c. **Did Sarah see George at the history lecture?**
- d. **Either Sarah or George attended the history lecture.**

233. They had seen the man in a parking lot. ....

- a. **The man was seen in a parking lot**
- b. **The man has been seen in a parking lot**
- c. **The man were seen in a parking lot**
- d. **The man had been seen in a parking lot.**

234. Hanoi city isn't as big as Ho Chi Minh city.

- a. **Ho Chi Minh city is smaller than Hanoi city.**
- b. **Ho Chi Minh city is bigger than Hanoi city.**
- c. **Hanoi city is bigger than Ho Chi Minh city.**
- d. **Ho Chi Minh city is as big as Hanoi city.**

235. Here is what I bought ..... milk, sugar, tea and milk.

- a. **;**
- b. **:**
- c. **,**
- d. **.**

236. I have to work tomorrow evening, so I can't meet you.

- a. **If I don't have to work tomorrow evening, I can meet you.**
- b. **I can meet you if I didn't have to work tomorrow evening.**
- c. **I could meet you tomorrow evening if I don't have to work.**
- d. **If I don't have to work tomorrow evening, I would meet you.**

237. You should clean this room every day. ....
- This room should been cleaned every day**
  - This room be should cleaned every day**
  - This room should is cleaned every day**
  - This room should be cleaned every day**
238. What are the main components of a complete sentence?
- A noun, a verb and a full stop at the end of it.**
  - A subject, a verb and a completion.**
  - A verb, an adverb and a noun.**
  - A subject and an object.**
239. "Dangerous driving causes many accidents." What is the passive form?
- Accidents are caused by many dangerous driving.**
  - Many are caused accidents by dangerous driving.**
  - Causes many accidents are being driven by dangerous.**
  - Many accidents are caused by dangerous driving.**
240. She didn't write to him until she received his letter.
- It was not until she received his letter that she wrote to him.**
  - It was not until she received his letter which she wrote to him.**
  - It was not until she write to him that she received his letter.**
  - It was not until she receive his letter that she write to him.**
241. "If I were in your place, I would accept John's invitation," she said to him.
- She told me if I were in her place, she would accept John's invitation.**
  - She told me if she were in my place, she would have accepted John's invitation.**
  - She told me if she were in his place, she would accept John's invitation.**
  - B and C are correct.**
242. He said to me, "Would you like to have a drink with me?"
- He asked me if I liked to have a drink with him.**
  - He invited me to have a drink with him.**
  - He invited to have a drink with him.**
  - He invited me having a drink with him.**
243. The Prime Minister set up a committee of financial experts. They were to help him discuss and formulate new policies.
- The Prime Minister, who is a financial expert, set up a committee to discuss and formulate new policies.**
  - A committee consisting of financial experts was set up by the Prime Minister to help him discuss and formulate new policies.**
  - The Prime Minister, who was helped by financial experts, set up a committee to discuss and formulate new policies**
  - A committee consisting of financial experts who were helped by the Prime Minister discussed and formulated new policies.**
244. Messi ..... the skillful footballer ..... is very rich.
- ,/**
  - "/"**
  - (/)**
  - :/**

## Writing Skills

245. Some economists argue that new technology causes unemployment. Others feel that it allows more jobs to be created.
- Arguing that new technology causes unemployment, other economists, feel that it allows more jobs to be created.
  - Besides the argument that new technology causes unemployment, some economists feel that it allows more jobs to be created
  - Some economists argue that new technology causes unemployment whereas others feel that it allows more jobs to be created.
  - Some economists argue that new technology causes unemployment, so others feel that it allows more jobs to be created.
246. "She is an engineer." "An" is a/an .....
- article
  - conjunction
  - noun
  - preposition
247. One student failed because he completely ignored the instructions on the paper. The instructions appeared at the top of every page.
- One student failed to ignore the instructions printed at the top of every page of the paper.
  - No matter how completely one student ignored the instructions printed at the top of every page of the paper, he failed.
  - One student failed because he completely ignored the instructions appearing at the top of every page of the paper.
  - Even though one student ignored the instructions printed at the top of every page, he failed.
248. "They are playing soccer now." The passive voice is .....
- Soccer is played now
  - Soccer is being played now
  - Soccer are being played now
  - Soccer is be played now
249. It rains so I can't go to school.
- If it rains, I could go to school
  - If it didn't rain, I could go to school
  - If it not rain, I could go to school
  - If it rains, I can go to school
250. The more money Peter makes, the more his wife spends.
- Peter's wife spends more and more money.
  - Peter spends more money than his wife.
  - Peter and his wife both make money.
  - Peter spends the money his wife makes.
251. The baby slept soundly even with the noise the children made.
- The children couldn't sleep because of the noise.
  - The baby woke up because the children made noise.
  - The baby and the, children slept through the noise.
  - The noise didn't prevent the baby from sleeping.

252. I tried to eat the cake, but it was too sweet.
- It was such a sweet cake that I couldn't eat it.**
  - It was so sweet cake that I couldn't eat it.**
  - The cake was too sweet that I could eat it.**
  - The cake was very sweet that I could eat it.**
253. A/An ..... expresses surprise.
- question mark**
  - semicolon**
  - exclamation mark**
  - full stop**
254. Anne said, "Don't listen to Mr. Bascomb because he is not an honest person."
- Anne asked to us not to listen to Mr. Bascomb because he is an honest person.**
  - Anne told that Mr. Bascomb is not an honest person.**
  - Anne told us didn't listen to Mr. Bascomb because he is not an honest person.**
  - Anne advised us not to listen to Mr. Bascomb because he was not an honest person.**
255. She started work three months ago.
- She had been working for three months.**
  - It's three months that she worked for.**
  - She is working here for three months now.**
  - It is three months since she started work.**
256. A/An ..... is used to separate words in a list.
- comma**
  - mark**
  - period**
  - apostrophe**
257. "Are you a member of the club?" the boy asked me.
- The boy wanted to know if I owed the club.**
  - The boy asked if I belonged to the club.**
  - The boy asked me if the club was mine.**
  - The boy requested if I owned the club.**
258. I missed the train because I had an accident on the road.
- Would I have catch the train if I hadn't had an accident on the road.**
  - If I hadn't had an accident on the road, I would have caught the train.**
  - Missing the train, I had an accident on the road.**
  - Due for the accident on the road, I missed the train.**
259. Learning English is not easy.
- It is not easy to learning English**
  - It is easy learning English.**
  - It is not easy to learn English.**
  - It isn't difficult to learn English.**
260. Which of the following would be a good topic sentence if I were writing a paragraph about the dangers of smoking.
- Lebron James smokes a cigar after each win.**
  - Most celebrities look really cool when they smoke.**
  - Smoking is one way that people relieve stress.**
  - Smoking leads to many different illnesses.**
261. Which sentence is correct?
- what is the matter with you.**
  - What is the matter with you?**
  - What is the matter with you.**
  - What is the matter with you?**

## Writing Skills

262. What would you say to ask Ali to leave at once?  
a. **Leave now, Ali!**      b. **Leave, now Ali!**      c. **Leave now Ali!**      d. **Leave, now Ali?**
263. Which of the following sentences is the correct one?  
a. **I didn't have to tidy my room as my mother had already tidied it.**  
b. **It was forbidden to tidy my room as my mother had already tidied it.**  
c. **It was necessary for me to tidy my room as my mother had already tidied it.**  
d. **It was not allowed for me to tidy my room as my mother had already tidied it.**
264. Choose the sentence with the correct punctuation.  
a. **I saw a terrible road accident, this morning.**  
b. **I saw a terrible road, accident this morning.**  
c. **I saw a terrible, road accident this morning.**  
d. **I saw a terrible road accident this morning.**
265. Which sentence is correct?  
a. **I visited England last year.**      b. **i visited England last year.**  
c. **I visited england last year.**      d. **I visited England last year,**
266. Which sentence is correct?  
a. **The river Nile is the longest in the world.**  
b. **The River nile is the longest in the world.**  
c. **The River Nile is the longest in the world?**  
d. **The River Nile is the longest in the world.**
267. Which sentence is correct?  
a. **The british were formerly dominant in India.**  
b. **The British were formerly dominant in India.**  
c. **The British were formerly dominant in india.**  
d. **The British were formerly dominant in India:**
268. Which sentence is correct?  
a. **I don't go to work on Fridays.**      b. **I don't go to work on Fridays,**  
c. **I don't go to work on fridays.**      d. **I don't go to work on, Fridays.**
269. Which sentence is correct?  
a. **Queen elizabeth II succeeded to the throne in 1952.**  
b. **queen Elizabeth II succeeded to the throne in 1952.**  
c. **Queen Elizabeth II succeeded to the throne, in 1952.**  
d. **Queen Elizabeth II succeeded to the throne in 1952.**
270. Which sentence is correct?  
a. **What's wrong? Has anything bad happened?**  
b. **What's wrong. Has anything bad happened?**  
c. **What's wrong? Has anything bad happened.**  
d. **What's wrong? has anything bad happened?**



271. Which sentence is correct?  
 a. **What a lovely view!**  
 c. **What a lovely view:**  
 b. **What a lovely view,**  
 d. **What a lovely view;**
272. Which sentence is correct?  
 a. **I'm fond of it.**  
 c. **I;m fond of it.**  
 b. **I,m fond of it.**  
 d. **I:m fond of it.**
273. Which sentence is correct?  
 a. **The school was built in the late 1970s'.**  
 c. **The school was built in the late 1970s.**  
 b. **The school was built in the late 1970's.**  
 d. **The school was built in the late 1970s:**
274. Which sentence is correct?  
 a. **Shut the window, please.**  
 c. **Shut the window. please,**  
 b. **Shut the window please.**  
 d. **Shut the window. Please.**
275. Which sentence is correct?  
 a. **Please. turn the TV on,**  
 c. **Please, turn the TV on.**  
 b. **Please turn the TV on.**  
 d. **Please; turn the TV on.**
276. Which sentence is correct?  
 a. **Ali, I hope you will call me.**  
 c. **Ali. I hope you will call me,**  
 b. **Ali I hope you will call me.**  
 d. **Ali. I hope you will call me.**
277. Which sentence is correct?  
 a. **"I'm very busy now", said Ahmed.**  
 c. **"I'm very busy now"; said Ahmed,**  
 b. **"I'm very busy now". said Ahmed.**  
 d. **"I'm very busy now": said Ahmed.**
278. Which sentence is correct?  
 a. **"Have you finished it?". asked Ahmed.**  
 c. **"Have you finished it?" asked Ahmed.**  
 b. **"Have you finished it." asked Ahmed.**  
 d. **"Have you finished it?", asked Ahmed.**
279. Which sentence is correct?  
 a. **I love tennis, football, handball and volleyball.**  
 b. **I love tennis. football, handball and volleyball.**  
 c. **I love tennis, football handball and volleyball.**  
 d. **I love tennis, football. handball and volleyball.**
280. Which sentence is correct?  
 a. **Yes: she is going to come.**  
 c. **Yes; she is going to come.**  
 b. **Yes, she is going to come.**  
 d. **Yes' she is going to come.**
281. Which sentence is correct?  
 a. **Because I got up late I missed the train.**  
 c. **Because I got up late, I missed the train.**  
 b. **Because I got up late. I missed the train.**  
 d. **Because I got up late; I missed the train.**
282. Which sentence is correct?  
 a. **Having finished his work: he went home.**  
 c. **Having finished his work, he went home.**  
 b. **Having finished his work; he went home.**  
 d. **Having finished his work. He went home.**



## Writing Skills

283. Which sentence is correct?  
a. **To be smart, wear this suit.**  
b. **To be smart. wear this suit.**  
c. **To be smart. Wear this suit.**  
d. **To be smart: wear this suit.**
284. Which sentence is correct?  
a. **Crossing the road. I had an accident.**  
b. **Crossing the road, I had an accident.**  
c. **Crossing the road' I had an accident.**  
d. **Crossing the road: I had an accident.**
285. Which sentence is correct?  
a. **I live in Alexandria, Egypt.**  
b. **I live in Alexandria Egypt.**  
c. **I live in Alexandria. Egypt.**  
d. **I live in Alexandria. Egypt,**
286. Which sentence is correct?  
a. **My little brother, Ahmed loves chocolate very much.**  
b. **My little brother Ahmed, loves chocolate very much.**  
c. **My little brother. Ahmed, loves chocolate very much.**  
d. **My little brother, Ahmed, loves chocolate very much.**
287. Which sentence is correct?  
a. **The woman, carrying the child is my aunt.**  
b. **The woman, carrying the child, is my aunt.**  
c. **The woman carrying the child is my aunt.**  
d. **The woman. carrying the child is my aunt,**
288. Which sentence is correct?  
a. **Open the door, please?**  
b. **Open the door, please!**  
c. **Open the door, please,**  
d. **Open the door, please.**
289. Which sentence is correct?  
a. **What did you buy!**  
b. **What did you buy.**  
c. **What did you buy,**  
d. **What did you buy?**
290. Which sentence is correct?  
a. **Have you ever been to the USA!**  
b. **'ve you ever been to the USA?**  
c. **Have you ever been to the USA?**  
d. **'ve you ever been to the USA.**
291. Which sentence is correct?  
a. **Do your best, please,**  
b. **Do your best, please?**  
c. **Do your best, please.**  
d. **Do your best? please!**
292. Which sentence is correct?  
a. **What a fantastic movie!**  
b. **What a fantastic movie?**  
c. **What a fantastic movie,**  
d. **What a fantastic, movie!**
293. Which sentence is correct?  
a. **She said, I'm very busy".**  
b. **She said, "I'm very busy".**  
c. **She said, "I'm very busy.**  
d. **She said; "I'm very busy".**
294. Intransitive verbs can't be followed by a/an .....  
a. **verb**                      b. **adverb**                      c. **adjective**                      d. **object**

295. Which of the following is correctly punctuated?
- My aunt, who lives in Luxor, is a teacher.**
  - My aunt who lives in Luxor, is a teacher.**
  - My aunt, who lives in Luxor is a teacher.**
  - My aunt who lives in Luxor is a teacher.**
296. Which example can be followed by an exclamation mark?
- What a terrifying animal**
  - What is your marital status**
  - Listen to me**
  - Do what I have ordered**
297. Which sentence is punctuated well?
- When you arrive at the airport, call me?**
  - When you arrive at the airport, call me.**
  - When you arrive at the airport, call me,**
  - When you arrive at the airport call me.**
298. Which sentence is punctuated well?
- She dialed the number many times; no one answered.**
  - She dialed the number many times no one answered.**
  - She dialed the number many times. no one answered.**
  - She dialed the number many times, no one answered.**
299. "People can conserve energy in different ways."  
Which of the following sentences is the most appropriate as a supporting sentence for the sentence above?
- They can conserve it in a very good way.**
  - They can depend more on renewable sources.**
  - They can deprive themselves of any energy.**
  - They can save energy by not using it at all.**
300. Which sentence is correct?
- She was so hungry that she ate everything in the house: chips, cold pizza, and candy.**
  - She was so hungry that she ate everything in the house; chips, cold pizza, and candy.**
  - She was so hungry that she ate everything in the house, chips, cold pizza, and candy.**
  - She was so hungry that she ate everything in the house. chips, cold pizza, and candy.**
301. Which of the following is an example of an argument paragraph's topic?
- My favourite sport**
  - Planes make travel easy**
  - Technology has pros and cons**
  - Pollution is dangerous**
302. Which of the following sentences has the correct punctuation?
- There is one thing I really can't stand; cold rice pudding.**
  - There is one thing I really can't stand: cold rice pudding.**
  - There is one thing I really can't stand, cold rice pudding.**
  - There is one thing I really can't stand. cold rice pudding.**

## Writing Skills

303. Which of the following sentences is correct?
- While we were playing football; it rained.**
  - While we were playing football. it rained.**
  - While we were playing football: it rained.**
  - While we were playing football, it rained.**
304. Which of the following sentences is correct?
- Kiran had a bad cold, consequently, she won't be able to play in the game tonight.**
  - Kiran had a bad cold consequently she won't be able to play in the game tonight.**
  - Kiran had a bad cold; consequently, she won't be able to play in the game tonight.**
  - Kiran had a bad cold and consequently, she won't be able to play in the game tonight.**
305. Which is an example of cause-and-effect sentence?
- School was canceled but I was happy.**
  - Since school was canceled, we went to the mall.**
  - School was canceled after we went there.**
  - We went to school but it was cancelled.**
306. Choose the supporting sentence for this topic sentence: "I should go to the dentist."
- I have no pain in my teeth.**
  - My teeth are hurting much.**
  - I can't chew well because of a severe toothache.**
  - Both b and c.**
307. Which word in the following sentence is an adverb "She ran slowly so she missed the bus"?
- bus**
  - slowly**
  - ran**
  - missed**
308. Which of the following sentences is punctuated well?
- If you don't aim high: you will never hit high.**
  - If you don't aim high. you will never hit high.**
  - If you don't aim high; you will never hit high.**
  - If you don't aim high, you will never hit high.**
309. Which sentence is perfectly punctuated?
- "I'm going now:" she said, fastening her coat.**
  - "I'm going now" she said fastening her coat.**
  - "I'm going now," she said, fastening her coat.**
  - "I'm going now;" she said, fastening her coat.**
310. Which of the following topics is an example of an argumentative paragraph?
- Are you for or against animal testing**
  - The benefits of animal testing**
  - The dangers of animal testing**
  - Animal testing is necessary**
311. Which sentence is correct?
- He was too tired to go out, so their was no hope he would come with us.**
  - He was so tired to go out, so there was no hope he would come with us.**
  - He was too tired to go out, so there was no hope he would come with us.**
  - He was so tired to go out, so their was no hope he would come with us.**

312. Which of the following sentences has the correct punctuation?
- I knocked on the door for a long time no one answered.**
  - I knocked on the door for a long time, no one answered.**
  - I knocked on the door for a long time: no one answered.**
  - I knocked on the door for a long time; no one answered.**
313. Which of the following is right?
- Mona loves sport; Ali loves reading.**
  - Mona loves sport: Ali loves reading.**
  - Mona loves sport, Ali loves reading.**
  - Mona loves sport Ali loves reading.**
314. Which of the following sentences is written in an active voice?
- Lunch was being cooked.**
  - The car will be repaired.**
  - The technician has checked the device.**
  - The match has been cancelled.**
315. Which of the following sentences is written in a passive voice?
- Mum has cooked lunch.**
  - The mechanic repaired the car.**
  - The device has been checked.**
  - They will surely cancel the game.**
316. One of the following sentences is incomplete, which is it?
- Salma cooked lunch**
  - Having finished lunch**
  - Running quickly, he fell down**
  - No one agreed**
317. Which of the following sentences has incorrect structure?
- She was late, she missed the bus.**
  - Hundreds of firms went bankrupt during the recession.**
  - The devil finds work for idle hands to do.**
  - Ali, the servant, works hard.**
318. Which of the following is incorrect?
- He has a good education.**
  - He is good educated.**
  - He is well-educated.**
  - He is educated in a good way.**
319. "Little does she know about the matter." "Little" is a/an .....
- preposition**
  - conjunction**
  - adverb**
  - adjective**
320. Which would be the best topic sentence for this set of sentences?
- She is always taking my stuff.**
  - She sings too loud all the time.**
  - My sister is so annoying.**
  - She pulls my hair.**
321. Alanna is afraid of spiders. She screams every time she sees one. If she sees one, she runs away. Identify the topic sentence in this paragraph.
- If she sees one, she runs away.**
  - Alanna is afraid of spiders.**
  - She screams every time she sees one.**
  - Spiders have eight legs.**

## Writing Skills

322. Which would be the best topic sentence for this set of sentences?
- You get to wear silly-looking shoes.**
  - I even got a strike.**
  - I never knew bowling could be so much fun.**
  - You get to talk to each other between turns.**
323. I didn't have an umbrella with me, so I got wet.
- If I had had an umbrella, I wouldn't get wet.**
  - If I had had an umbrella, I would get wet**
  - If I had had an umbrella, I wouldn't have got wet.**
  - If I had had an umbrella, I would have got wet.**
324. Most of Ann's friends work less hard than her.
- Ann works more hard than most of her friends do.**
  - Ann works more hardly than most of her friends do.**
  - Ann works harder than most of her friends do.**
  - Ann works as hard as most of her friends do.**
325. Susan is more attractive than her sister.
- Susan's sister looks attractive.**
  - Susan's sister is not as attractive as her.**
  - Susan is not so attractive as her sister.**
  - Susan looks more attractively than her sister.**
326. Which sentence is correct?
- One hundred pounds is too much for a nine-year-old boy.**
  - One hundred pounds is too much for a nine year-old boy.**
  - One hundred pounds is too much for a nine-year old boy.**
  - One hundred pounds is too much for a nine, year, old boy.**
327. They will buy a new house next year.
- A new house is bought next year.**
  - A new house will be bought next year.**
  - A new house has been bought next year.**
  - A new house will been bought next year.**
328. You ought to do your homework every day.
- Your homework ought to be done every day.**
  - Your homework ought be done every day.**
  - Your homework ought to do every day by you.**
  - Your homework should to be done every day.**
329. "John shouldn't have behaved so badly," said Janet.
- Janet doesn't like John's behaviour.**
  - Janet dislikes John.**
  - Janet objected to John's bad behaviour.**
  - Janet was angry with John.**

330. Both Peter and Mary enjoy scientific expedition.
- It is not Peter, but Mary, that enjoys scientific expedition.**
  - Peter enjoys scientific expedition. Therefore, does Mary.**
  - However Peter enjoys scientific expedition and Mary does.**
  - Peter enjoys scientific expedition, and so does Mary.**
331. When I met my long-lost brother, I was at a loss for words.
- When the speaker met his brother, he was puzzled about what to say.**
  - When the speaker met his brother, he had much to say.**
  - When the speaker met his brother, he refused to say anything.**
  - When the speaker met his brother, he had nothing pleasant to say.**
332. Christine suggested getting a new lock for the front door.
- Christine suggested to get a new lock for the front door.**
  - It's necessary for Christine to have a new lock.**
  - Christine said, "Why don't you get a new front door lock?"**
  - Christine to have a new lock.**
333. This is the first time I have lived in a city with a high crime rate.
- I am very afraid to living in a city with a high crime rate.**
  - I am very afraid of living in a city with a high crime rate.**
  - I am not used to living in a city with a high crime rate.**
  - I don't like to live in such a high crime rate.**
334. "She jumped over the wall." "Over" is a/an .....
- adverb**
  - preposition**
  - adjective**
  - pronoun**
335. People say Chinese food is the best in the world.
- Chinese food is said to be the best in the world.**
  - I agree that Chinese food is the best in the world.**
  - Chinese food is eaten all over the world.**
  - No food in the world is eaten as much as Chinese food.**
336. A/An ..... is an attention grabber sentence.
- summary**
  - introduction**
  - conclusion**
  - hook**
337. I was astonished that she didn't pass her exam.
- That she failed in her exam astonished me.**
  - I was astonished that her exam is not over.**
  - I was astonished that she did pass her exam.**
  - She didn't pass her exam, which astonished her.**
338. The last time I saw her was a week ago.
- The last time I seen her was a week ago.**
  - I have seen her for a week.**
  - I haven't seen her for a week.**
  - A & B are correct.**
339. Laser can kill diseased cells.
- Diseased cells can kill by laser.**
  - Diseased cells can kill laser.**
  - Diseased cells can be killed by laser.**
  - A & B are correct.**

## Writing Skills

340. People are using computers in almost every field.
- Computers are using in almost every field.
  - Computers are used in almost every field.
  - Computers are being used in almost every field.
  - Computers being used in almost every field
341. Someone rang the alarm as soon as the burglars left the shop.
- No sooner the burglars left the shop than someone rang the alarm.
  - No sooner had the burglars left the shop than someone rang the alarm.
  - No sooner the burglars had left the shop than someone rang the alarm.
  - B & C are correct.
342. Select the supporting detail that doesn't fit.  
Topic Sentence: **Candy is not a healthy treat.**
- It tastes really good.
  - Candy contains high amounts of sugar.
  - You can find many artificial additives in candy.
  - Eating too much candy can give you cavities.
343. Mike is a more careful driver than his brother.
- Mike drives more carefully than his brother.
  - Mike drives less carefully than his brother.
  - Mike's brother drives less carefully than him.
  - A & C are correct.
344. Let's go to the seaside this summer.
- Could we go to the seaside this summer?
  - How about going to the seaside this summer?
  - I suggest going to the seaside this summer.
  - All are correct.
345. We have to keep these explosives in a safe place.
- These explosives have to be kept in a safe place.
  - These explosives have to keep in a safe place.
  - These explosives be kept in a safe place.
  - A & C are correct.
346. Jane can swim further than I can.
- I can't swim as far as Jane.
  - Jane can swim as far as I can.
  - I can swim further than Jane.
  - A & C are correct.
347. Pollution is a threat to life on earth .....
- :
  - !
  - ?
  - .
348. Your colleague talks a lot and you don't like it. What could you say?
- If only he is quiet!
  - If only he had been quiet!
  - If only he would be quiet!
  - If only he would have quiet.



349. There are .....  
 a. **twice as much cars in this area as there was.**  
 b. **as twice many cars in this area as they were.**  
 c. **twice as many cars in this area than there used to be.**  
 d. **twice as many cars in this area as there used to be.**
350. Select the supporting detail that doesn't fit.  
 Topic Sentence: **Schools should eliminate summer vacation.**  
 a. **During summer classes, the school should be air-conditioned.**  
 b. **Year-round school can better prepare students for year-round work in the adult world.**  
 c. **Students will learn more and forget less if they have school all year.**  
 d. **It costs too much money for school buildings to remain empty in the summer months.**
351. Which sentence is correct?  
 a. **I wish we live in a bigger house.**  
 b. **I wish you are more creative.**  
 c. **I wish you wouldn't keep shout at me!**  
 d. **I wish I were going to the beach with my friends!**
352. Choose the best supporting sentence for "Trees play an essential part in our life."  
 a. **They had existed on earth before man did.**  
 b. **They take in carbon dioxide and give out the oxygen we breathe.**  
 c. **They depend on the process of photosynthesis to get food.**  
 d. **Cutting off trees is an evil deed.**
353. Which sentence is correct?  
 a. **My sister mona is an engineer.**  
 b. **My sister Mona is an engineer.**  
 c. **My sister Mona is, an engineer.**  
 d. **My sister mona is an engineer,**
354. Which sentence is correct?  
 a. **Ahmed said, "My father is a politician".**  
 b. **Ahmed said "My father is a politician".**  
 c. **Ahmed said, "my father is a politician".**  
 d. **Ahmed said, "My father is a politician"?**
355. Take care of the child on your hand .....  
 a. **?**  
 b. **,**  
 c. **;**  
 d. **!**
356. I bought a dress ..... a blouse and a jacket.  
 a. **:**  
 b. **;**  
 c. **!**  
 d. **,**
357. Which is correct in its punctuation?  
 a. **If you don't like it, leave it.**  
 b. **If you don't like it; leave it.**  
 c. **If you don't like it: leave it.**  
 d. **If you don't like it leave it.**
358. My brother is a well ..... educated man.  
 a. **;**  
 b. **/**  
 c. **,**  
 d. **-**
359. Which sentence is correct?  
 a. **He like going to the movies.**  
 b. **He likes going to the movies.**  
 c. **He liked go to the movies.**  
 d. **He like the movies.**

## Writing Skills

360. What is a transition?
- A group of ideas that support the main idea.**
  - A series of sentences explaining the main points.**
  - A group of sentences about one idea.**
  - A word or phrase that connects one idea to another.**
361. She asked for a loan ..... but I was thinking of raising the salary.
- semi-colon**
  - comma**
  - colon**
  - period**
362. You run up and down the court. You have to be able to chase down the ball. Sometimes you play for five or six minutes straight without a time out.
- Which of the options below would make a good topic sentence for this paragraph?
- Exercise is hard.**
  - Basketball is an athletic sport.**
  - I love the Lakers.**
  - I played basketball last Thanksgiving.**
363. Walking along the riverside path, .....
- we met by several groups of hikers**
  - I met several groups of hikers**
  - the river met several groups of hikers**
  - it was several groups of hikers**
364. The parts of a paragraph are .....
- coherence, unity and emphasis.**
  - hook, thesis and background sentences.**
  - topic sentence, supporting sentences and closing sentence.**
  - introduction and conclusion.**
365. Which sentence is correct?
- Richard usually arrives late.**
  - Richard late arrives usually.**
  - Richard late usually arrives.**
  - Richard usually late arrives.**
366. Dalia is making the tea now. That means .....
- something happened before and after another action.**
  - an action took place once or many times before another point in the past.**
  - something is happening at the moment of speaking.**
  - an action started and finished at a specific time in the past.**
367. Which sentence is correct?
- Please you held the line.**
  - Please hold the line.**
  - Please to hold the line.**
  - Please hold you the line.**
368. Which sentence is correct?
- These bread are delicious.**
  - This bread is delicious.**
  - This bread are delicious.**
  - Those bread are delicious.**
369. Apostrophes must be used for indicating .....
- conclusion**
  - introduction**
  - possession**
  - completion**
370. Only on very rare occasions..... an appearance before midday.
- the old lady would make**
  - would make the old lady**
  - would the old lady make**
  - the old lady make would**

371. Which sentence is not a prediction?

- a. **James won't be on time.**
- b. **I will go on holiday to France next week.**
- c. **Electric cars will become more and more popular.**
- d. **In the year 2050, people will live under the sea.**

372. They can't really play with you. You don't even know if they like you. They are pretty boring to have around.

- Which sentence would make a good topic sentence.

- a. **Goldfish are bad pets.**
- b. **Teachers are the worst.**
- c. **My aunt has two brothers.**
- d. **My Xbox is the bomb!**

373. Another name for a full stop is a .....

- a. **point**
- b. **dash**
- c. **colon**
- d. **period**

374. The first paragraph of an essay is called a/an .....

- a. **argument**
- b. **body**
- c. **introduction**
- d. **conclusion**

375. "Surprisingly, they came early." The word "surprisingly" is a/an .....

- a. **conjunction**
- b. **adverb**
- c. **pronoun**
- d. **noun**

376. Which of the words in the following sentence is an adjective "My neighbours are friendly and they treat us well."?

- a. **well**
- b. **treat**
- c. **neighbours**
- d. **friendly**

377. Painted steel is likely to be ..... durable ..... other kinds.

- a. **fewer / then**
- b. **fewer / than**
- c. **less / then**
- d. **less / than**

378. .... First, I made flyers describing my service and prices. Mom and I delivered them to all the houses in our neighborhood. A few days later my neighbors dog was my first customer. The owner thought I did such a nice job that he told all his friends. I've been in business almost a year and I'm so busy. Every Saturday I have about seven dog washing appointments. I hope to save enough money to buy a pet store some day.

- What would be a good topic sentence for this paragraph?

- a. **My Own business**
- b. **Last summer I started my dog washing business.**
- c. **Mom helped me with my business.**
- d. **I have lots of dogs to wash on Saturday.**

379. Which sentence is correct?

- a. **Can I have some information about concerts please?**
- b. **Can I have a few information about concerts please?**
- c. **Can I have a lot information about concerts please?**
- d. **Can I have an information about concerts please?**

380. Choose the best topic sentence for the following paragraph.

..... They branch out to every part of the body from the brain and the spinal cord. The fibers are called axons. These axons cause chemicals or neurotransmitters to be released at a synapse or junction. There are over one hundred neural connections in the human brain. People who are more creative have more connections over three distinct parts of the brain.

- a. **Neurons are bundles of fibers.**
- b. **Neurons if you know.**
- c. **Neurons what are they?**
- d. **You know neurons**

# Answers

## Test yourself: (Page: 3)

**Choose the correct answer from a, b, c or d:**

1	b. adverb	2	b. well
3	c. verbs	4	c. adverb
5	b. preposition	6	b. conjunction
7	a. article	8	c. adverb
9	a. noun	10	b. interjection

## Test yourself: (Page: 7)

**Choose the correct answer from a, b, c or d:**

1	a. Ali speaks French and Italian well.	2	a. Asmaa said, "My father is a doctor".
3	c. My sister is a doctor. She loves her job.	4	a. Has anything bad happened?
5	a. What a fantastic film!	6	d. She's keen on sports.
7	a. She is the headmistress of a girls' school.	8	c. The club was built in the late 1960s.
9	a. There are two t's in the word "title".	10	b. Open the door, please.
11	a. Ahmed, come here.	12	a. Mona says, "I'm making a cake".
13	a. "Has anybody phoned?" asked Ali.	14	d. I bought cheese, sugar, milk and tea.
15	c. She's famous, isn't she?	16	d. While I was going to school, it rained.
17	a. Having finished his work, he went home.	18	a. Full stops
19	d. .	20	a. Semicolons
21	b. make the sentence complete	22	c. possession
23	a. contraction	24	c. indicate a series of options
25	a. !	26	b. ;
27	c. Colons	28	a. ?
29	a. What a terrifying animal	30	d. ,
31	a. Leave now, Ali!	32	a. -
33	b. "...."	34	b. :
35	b. '	36	d. period
37	b. .	38	b. statements
39	a. ?	40	a. mark

## General Exercises on Writing

**- Choose the correct answer from a, b, c or d: (Page: 51)**

1	c. Introduction	2	a. When you write an academic essay.
3	d. Some students enter other professions such as arts administration.	4	d. pre-write, draft, revise, edit, publish.
5	a. conclusion	6	b. body paragraphs
7	c. Due to this rise in temperature, the oceans are rising and the coral reefs are dying.	8	b. sentences
9	a. in other words	10	a. A sentence that states what will be explained in the essay.
11	d. One	12	a. An opening a sentence that captures the reader's attention.
13	d. Doing sports makes people mentally well and physically fit.	14	a. We need to prevent road accidents to decrease the death rate.
15	a. Smokers lead a life of suffering.	16	c. It is essential that we address this dangerous issue immediately.
17	b. Background information about the essay topic.	18	b. To present another's viewpoint.
19	c. games	20	a. a thesis statement and hook
21	b. In the conclusion.	22	d. A personal essay
23	a. Narrative essays	24	b. make the sentence complete
25	a. Most people disapprove of such violent tactics.	26	c. Co-education is an excellent system that helps students in almost all spheres of life.
27	d. written	28	c. marks
29	c. I adore chocolate.	30	b. This service deals with 100's of queries a month.
31	d. While I was going to school, it rained.	32	d. January 25, 2011, was the day on which the glorious revolution started.
33	a. – What is the time? – It's 3:40.	34	b. River Thames
35	b. ;	36	c. I love football; my brother loves tennis.
37	a. She said, "I won't come".	38	a. coherence
39	c. Skiing is my favourite sport	40	a. A series of paragraphs about one main idea.
41	b. .	42	a. My brother speaks English and German well.
43	a. She is a booster of the local girls' club.	44	a. Ali says, "I'm reading a novel now".
45	b. I don't eat much, yet I am a size 16.	46	d. Overpopulation refers to .....

## Writing Skills

47	d. When father came home, we were playing.	48	a. I think she is dishonest, not stupid.
49	b. Messi, who is the best player in the world, is loved by millions of people.	50	a. Don't do that again.
51	a. -	52	c. "I hate horror movies", said Mona.
53	c. Wait 30 to 60 minutes or however long it takes.	54	a. mark
55	b. What a fantastic view	56	a. Looking out of the window, I saw them in the garden.
57	a. narrative	58	a. A sentence that expresses the main idea.
59	b. body paragraphs	60	c. old
61	b. informal	62	c. verbs
63	b. '	64	c. moreover
65	c. Everyone depends on technology in facilitating their life.	66	a. persuasive
67	c. He is wise that is honest	68	b. He is taller than I am.
69	a. neither/nor	70	a. Fast food can be bad for your health.
71	c. It's my least favorite class.	72	c. As he grew older, he became more and more forgetful
73	c. There are a few steps you must follow when making cookies.	74	c. Reflective essays
75	b. Expository essays	76	d. Is fashion really important?
77	d. Global warming	78	c. Fakeness
79	a. Slang	80	d. Argumentative essays
81	b. Descriptive essays	82	c. a type of writing that has organized paragraphs
83	a. The topic, thesis, and main ideas	84	d. a and c
85	b. include supporting details with examples and specific details	86	b. have a restatement of the thesis and thoughts for the future
87	c. Hook	88	b. At the end of the introduction
89	b. to tell what the paragraph is about	90	c. evidence
91	a. contraction	92	a. exclamation
93	b. everybody's	94	a. Details that support the main idea.
95	c. Thesis	96	c. That the
97	b. Math is Johnny's most difficult class.	98	d. however
99	b. conjunction	100	b. paragraphs
101	b. Introduction and Conclusion	102	b. Summarize your major points
103	b. direct quote	104	a. paraphrase
105	c. summary	106	c. how the topic applies to him/her, a...

107	d. none of these	108	a. get readers interested
109	c. predict what the paragraph is about	110	c. It was June 8, and I had almost given up hope of finding a good summer job.
111	b. I had the perfect job last summer.	112	d. My job as a resort swim instructor paid well.
113	a. Semicolons	114	a. Full stops
115	a. thesis	116	a. Most important
117	b. .	118	b. The pay was much better than I expected.
119	a. I made so much money that I was able to pay off my car loan.	120	b. statements
121	a. The film has won favour with both young and old.	122	a. My friends and I love water sports.
123	c. My sister is a doctor. She loves her job.	124	a. !
125	c. She's famous, isn't she?	126	d. I love the following fruits: mangoes, bananas, figs and watermelons.
127	a. ?	128	b. Comma
129	a. Could you lend me some money, please?	130	b. She sleeps all day long.
131	b. a specific subject	132	b. grab the reader's attention
133	d. When you find one like that, give him a copy of the book.	134	d. Moreover
135	d. theme	136	c. possessive pronoun
137	b. I read Black Beauty; Ali read Journey to the Centre of the Earth.	138	c. Saturn is a fascinating planet.
139	d. Homework takes up your precious after-school time.	140	c. indicate a series of options
141	a. My big brother and I are best friends.	142	c. we change someone's words and/or
143	c. They make us healthy both physically and mentally.	144	d. ENL students speak many different languages.
145	c. Anything that is uncomfortable to hear or causes unpleasant sensations is noise.	146	a. She was born in October.
147	a. is a powerful drug that affects the body in numerous ways.	148	b. chimpanzees should not be kept as pets for a variety of reasons.
149	a. Students who study hard get the full marks.	150	b. due to growth in the human population, humans can no longer ignore pollution.
151	a. Therefore, the tourist industry here is in great danger.	152	a. There are two c's in the word "circle".
153	a. Unless you run fast, you'll miss the train.	154	d. I found the lost pen; it was broken.
155	a. ?	156	a. topic sentence
157	a. Salwa and Samia, who have alw...	158	b. "...."



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159	<b>b. My wife would like tea; I would prefer coffee.</b>	160	A and D
161	<b>b. Animals, on the other hand, are their own doctors.</b>	162	<b>c. that is, everything in it should be related to the main idea.</b>
163	<b>b. Children need the security of a peaceful family life.</b>	164	<b>a. The power of the press upon us is really enormous.</b>
165	<b>c. Colons</b>	166	<b>b. This process is called photosynthesis.</b>
167	<b>b. At first, the Earth could handle</b>	168	<b>b. It is always advisable to make a habit experiencing happiness</b>
169	<b>a. commas</b>	170	<b>b. :</b>
171	<b>b. colons</b>	172	<b>a. The old people need our attention, love and care.</b>
173	<b>b. A rose is a beautiful flower.</b>	174	<b>b. one</b>
175	<b>b. Books are good friends.</b>	176	<b>a. The sky is blue and beautiful.</b>
177	<b>c. predictions, suggestions, calls to action, quotations.</b>	178	<b>c. I love my family.</b>
179	<b>b. Laptops are very helpful to those who work while they travel.</b>	180	<b>a. transitions</b>
181	<b>c. Fruits and vegetables, therefore, are an integral part of healthy diet.</b>	182	<b>a. Electricity must be saved.</b>
183	<b>d. You think they have done that, don't you?</b>	184	<b>d. and also indicates in what direction</b>
185	<b>d. to market their services and products</b>	186	<b>b. Facts and Statistics</b>
187	<b>a. I hope you'll be the winner.</b>	188	<b>c. conclusion</b>
189	<b>c. transitions</b>	190	<b>a. Change <i>is</i> to <i>are</i></b>
191	<b>c. broad</b>	192	<b>d. indent</b>
193	<b>c. Sloths are well-suited for their lives in the rainforest trees.</b>	194	<b>a. It is a powerful way to end your essay and a way to help your .....</b>
195	<b>b. Change <i>and</i> to <i>but</i>.</b>	196	<b>c. La-a should be separated from the sentence by <i>two</i> commas</b>
197	<b>b. Topic Sentence</b>	198	<b>c. Thesis</b>
199	<b>a. Fact</b>	200	<b>b. a summary of the main points</b>
201	<b>d. Quote</b>	202	<b>d. Hook</b>
203	<b>a. transitions</b>	204	<b>c. introduction</b>
205	<b>b. Next, cats are inexpensive.</b>	206	<b>b. Clustering</b>

207	<b>a. Brainstorming</b>	208	<b>a. Paragraph</b>
209	<b>d. last</b>	210	<b>c. Announcement</b>
211	<b>c. middle</b>	212	<b>d. Incomplete</b>
213	<b>c. Closing sentence</b>	214	<b>b. Broad</b>
215	<b>c. Every human is incomplete without a family.</b>	216	<b>a. Narrow</b>
217	<b>b. A dictionary contains a definition of friendship somewhere in the ...</b>	218	<b>c. Understand friendship through experience that involves all the sense.</b>
219	<b>a. tells a story</b>	220	<b>c. Everybody loves chocolate.</b>
221	<b>a. Out of all the types of cookies, my favorite is chocolate chip.</b>	222	<b>a. Thus morning walk does a lot of good to us.</b>
223	<b>a. paraphrase</b>	224	<b>b. For children play is another way to observe, participate and learn.</b>
225	<b>d. However</b>	226	<b>a. He wasn't sent any money to buy his own car.</b>
227	<b>a. My grandmother is very generous.</b>	228	<b>a. Additionally</b>
229	<b>b. I've left my wallet at home</b>	230	<b>c. Peter wasn't early enough to see her</b>
231	<b>b. yet</b>	232	<b>a. Sarah and George didn't go to the history lecture.</b>
233	<b>d. The man had been seen in a parking lot.</b>	234	<b>b. Ho Chi Minh city is bigger than Hanoi city.</b>
235	<b>b. :</b>	236	<b>a. If I don't have to work tomorrow evening, I can meet you.</b>
237	<b>d. This room should be cleaned every day</b>	238	<b>b. A subject, a verb and a completion.</b>
239	<b>d. Many accidents are caused by dangerous driving.</b>	240	<b>a. It was not until she received his letter that she wrote to him.</b>
241	<b>c. She told me if she were in his place, she would accept John's .....</b>	242	<b>c. He invited to have a drink with him.</b>
243	<b>b. A committee consisting of financial experts was .....</b>	244	<b>a. ,/,</b>
245	<b>c. Some economists argue that new technology causes unemployment</b>	246	<b>a. article</b>
247	<b>c. One student failed because he .....</b>	248	<b>b. Soccer is being played now</b>
249	<b>b. If it didn't rain, I could go to school</b>	250	<b>a. Peter's wife spends more and more money.</b>
251	<b>d. The noise didn't prevent the baby from sleeping.</b>	252	<b>a. It was such a sweet cake that I couldn't eat it.</b>
253	<b>c. exclamation mark</b>	254	<b>d. Anne advised us not to listen to ..</b>

## Writing Skills

255	d. It is three months since she started work.	256	a. comma
257	b. The boy asked if I belonged to the club.	258	b. If I hadn't had an accident on the road, I would have caught the train.
259	c. It is not easy to learn English.	260	d. Smoking leads to many different illnesses.
261	b. What is the matter with you?	262	a. Leave now, Ali!
263	a. I didn't have to tidy my room as my mother had already tidied it.	264	d. I saw a terrible road accident this morning.
265	a. I visited England last year.	266	d. The River Nile is the longest in the world.
267	b. The British were formerly dominant in India.	268	a. I don't go to work on Fridays.
269	d. Queen Elizabeth II succeeded to the throne in 1952.	270	a. What's wrong? Has anything bad happened?
271	a. What a lovely view!	272	a. I'm fond of it.
273	c. The school was built in the late 1970s.	274	a. Shut the window, please.
275	c. Please, turn the TV on.	276	a. Ali, I hope you will call me.
277	a. "I'm very busy now", said Ahmed.	278	c. "Have you finished it?" asked Ahmed.
279	a. I love tennis, football, handball and volleyball.	280	b. Yes, she is going to come.
281	c. Because I got up late, I missed the train.	282	c. Having finished his work, he went home.
283	a. To be smart, wear this suit.	284	b. Crossing the road, I had an accident.
285	a. I live in Alexandria, Egypt.	286	d. My little brother, Ahmed, loves chocolate very much.
287	c. The woman carrying the child is my aunt.	288	d. Open the door, please.
289	d. What did you buy?	290	c. Have you ever been to the USA?
291	c. Do your best, please.	292	a. What a fantastic movie!
293	b. She said, "I'm very busy".	294	d. object
295	a. My aunt, who lives in Luxor, is a teacher.	296	a. What a terrifying animal
297	b. When you arrive at the airport, call me.	298	a. She dialed the number many times; no one answered.

299	<b>b. They can depend more on renewable sources.</b>	300	<b>a. She was so hungry that she ate everything in the house: chips, cold pizza, and candy.</b>
301	<b>c. Technology has pros and cons</b>	302	<b>b. There is one thing I really can't stand: cold rice pudding.</b>
303	<b>d. While we were playing football, it rained.</b>	304	<b>a. Kiran had a bad cold, consequently, she won't be able to play in the game tonight.</b>
305	<b>b. Since school was canceled, we went to the mall.</b>	306	<b>d. Both b and c.</b>
307	<b>b. slowly</b>	308	<b>d. If you don't aim high, you will never hit high.</b>
309	<b>c. "I'm going now," she said, fastening her coat.</b>	310	<b>a. Are you for or against animal testing</b>
311	<b>c. He was too tired to go out, so there was no hope he would come with us.</b>	312	<b>d. I knocked on the door for a long time; no one answered.</b>
313	<b>a. Mona loves sport; Ali loves reading.</b>	314	<b>c. The technician has checked the device.</b>
315	<b>c. The device has been checked.</b>	316	<b>b. Having finished lunch</b>
317	<b>a. She was late, she missed the bus.</b>	318	<b>b. He is good educated.</b>
319	<b>c. adverb</b>	320	<b>c. My sister is so annoying.</b>
321	<b>b. Alanna is afraid of spiders.</b>	322	<b>c. I never knew bowling could be so much fun.</b>
323	<b>c. If I had had an umbrella, I wouldn't have got wet.</b>	324	<b>c. Ann works harder than most of her friends do.</b>
325	<b>b. Susan's sister is not as attractive as her.</b>	326	<b>a. One hundred pounds is too much for a nine-year-old boy.</b>
327	<b>b. A new house will be bought next year.</b>	328	<b>a. Your homework ought to be done every day.</b>
329	<b>c. Janet objected to John's bad behaviour.</b>	330	<b>d. Peter enjoys scientific expedition, and so does Mary.</b>
331	<b>a. When the speaker met his brother, he was puzzled about what to say.</b>	332	<b>c. Christine said, "Why don't you get a new front door lock?"</b>
333	<b>c. I am not used to living in a city with a high crime rate.</b>	334	<b>b. preposition</b>
335	<b>a. Chinese food is said to be the best in the world.</b>	336	<b>d. hook</b>
337	<b>a. That she failed in her exam as....</b>	338	<b>c. I haven't seen her for a week.</b>

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339	c. Diseased cells can be killed by laser.	340	c. Computers are being used in almost every field.
341	b. No sooner had the burglars left the shop than someone rang the alarm.	342	a. It tastes really good.
343	d. A & C are correct.	344	d. All are correct.
345	a. These explosives have to be kept in a safe place.	346	a. I can't swim as far as Jane.
347	d. .	348	c. If only he would be quiet!
349	d. twice as many cars in this area as there used to be.	350	a. During summer classes, the school should be air-conditioned.
351	d. I wish I were going to the beach with my friends!	352	b. They take in carbon dioxide and give out the oxygen we breathe.
353	b. My sister Mona is an engineer.	354	a. Ahmed said, "My father is a politician".
355	d. !	356	d. ,
357	a. If you don't like it, leave it.	358	d. -
359	b. He likes going to the movies.	360	d. A word or phrase that connects one idea to another.
361	b. comma	362	a. Exercise is hard.
363	b. I met several groups of hikers	364	c. topic sentence, supporting sentences and closing sentence.
365	a. Richard usually arrives late.	366	c. something is happening at the moment of speaking.
367	b. Please hold the line.	368	b. This bread is delicious.
369	c. possession	370	c. would the old lady make
371	b. I will go on holiday to France next week.	372	a. Goldfish are bad pets.
373	d. period	374	c. introduction
375	b. adverb	376	d. friendly
377	d. less / than	378	b. Last summer I started my dog washing business.
379	a. Can I have some information about concerts please?	380	a. Neurons are bundles of fibers.